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NORTHEASTERN UNIVERSITY

C O L L E G E S O F

Liberal Arts
Business Administration
Engineering

1947-1948



(CO-EDUCATIONAL)

BOSTON 15, MASSACHUSETTS

January, 1947

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RICHARDS HALL

NORTHEASTERN UNIVERSITY

DAY COLLEGES

General Information

1947-1948



(CO-EDUCATIONAL)

BOSTON 15, MASSACHUSETTS
JANUARY, 1947

NORTHEASTERN UNIVERSITY

Day Colleges

COLLEGE OF LIBERAL ARTS
COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF ENGINEERING

CONDUCTED ON THE CO-OPERATIVE PLAN

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Freshman Academic Calendar

SEPTEMBER, 1947 TO SEPTEMBER, 1948

1947

- SEPTEMBER 4 *Thursday*: Registration and opening of college year for the Division A Freshman Class (1952). Students failing to register promptly on this date will be charged a late registration fee of five dollars (\$5.00).
- OCTOBER 13 *Monday*: Observance of Columbus Day. (College exercises omitted.)
- NOVEMBER 11 *Tuesday*: Armistice Day. (College exercises omitted.)
- NOVEMBER 13 *Thursday*: Registration and opening of college year for Division B Freshman Class (1952). Students failing to register promptly on this date will be charged a late registration fee of five dollars (\$5.00).
- NOVEMBER 15 *Saturday*: End of first term for the Division A Freshmen (1952).
- NOVEMBER 17 *Monday*: Second term begins for Division A Freshmen (1952).
- NOVEMBER 28 *Thursday*: Thanksgiving. (College exercises omitted.)
- DECEMBER 24 *Wednesday*: College exercises omitted after 1:00 p.m.
- DECEMBER 25 *Thursday*: Christmas. (College exercises omitted.)

1948

- JANUARY 1 *Thursday*: New Year's Day. (College exercises omitted.)
- JANUARY 24 *Saturday*: End of second term for Division A Freshmen (1952) and end of first term for Division B Freshmen (1952).
- JANUARY 26 *Monday*: Third term begins for Division A Freshmen (1952) and second term begins for Division B Freshmen (1952).
- FEBRUARY 23 *Monday*: Observance of Washington's Birthday. (College exercises omitted.)
- APRIL 3 *Saturday*: End of third term and college year for the Division A Freshmen (1952) and of the second term for the Division B Freshmen (1952).
- APRIL 5 *Monday*: Beginning of five-week summer term for the Division A Freshmen (1952). Summer term may be taken at this time or beginning August 9.
- APRIL 19 *Monday*: Patriots' Day. (College exercises omitted.)
- MAY 8 *Saturday*: First five-week summer term for the Division A Freshmen (1952) closes.
- MAY 10 *Monday*: Beginning of summer term vacation period for the Division A Freshmen (1952).
- MAY 31 *Monday*: Observance of Memorial Day. (College exercises omitted.)
- JUNE 12 *Saturday*: End of third term and college year for the Division B Freshmen (1952).
- JUNE 14 *Monday*: Beginning of eight-week summer vacation period for the Division B Freshmen (1952).
- AUGUST 9 *Monday*: Beginning of five-week summer term period for the Division B Freshmen (1952) and for those students in the Division A Freshmen Class (1952) who did not attend in the first summer term period.
- SEPTEMBER 13 *Monday*: Registration and opening of college year for the Division A and Division B Sophomore Class (1952).

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Res. 221 Wilson Ave., Wollaston
- Instructor in English*
Res. 12 Glengarry St., Winchester
- Instructor in English*
Res. 90 Fenway, Boston
- Instructor in Chemistry*
Res. 112 Quincy Shore Drive, Quincy
- Instructor in English*
Res. 17 Duffield Rd., Auburndale
- Instructor in Accounting*
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- Instructor in Mathematics*
Res. 64 Highland Ave., Arlington
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- Instructor in Mathematics*
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Res. 407 Huntington Ave., Boston
- Instructor in Psychology and Sociology*
Res. 29 Queensberry St., Boston
- Instructor in History and Government*
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- Instructor in Accounting*
Res. 22 Whiting St., Hanover
- Instructor in Psychology and Sociology*
Res. 42 Elm St., Concord
- Instructor in Education and Psychology*
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"The Age of Flight"

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Director of Industrial Relations, U. S. Rubber Company
"Present-Day Labor Relations"

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Rabbi, Temple Sinai, Boston

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Dean, St. Paul's Cathedral, Boston

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Curate, St. Ann's Catholic Church, Boston

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Northeastern University

General Statement

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which serves as an Ad Interim Committee between the regular meetings of the Board of Trustees and has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Committee on Development which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from the outset, has as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

With respect to program, Northeastern has limited itself:

- To offering, in its several schools, basic curricula from which non-essentials have been eliminated;
- To effective teaching;
- To advising and guiding students;
- To giving students the chance to build well-rounded personalities through a balanced program of extracurricular activities.

The Northeastern Plan of Education is especially designed for the student who must earn while he learns. In the main, it consists of two definite types of education:

- Co-operative Education by Day,
- Adult Education by Night.

The plan has been developed in such a way that experience in jobs with pay is utilized to help students of limited financial resources secure an education and at the same time gain the maximum educational benefit from their practical experience. So far as the New England States are concerned, Northeastern University is the only institution whose day colleges, other than the School of Law, are conducted under the Co-operative Plan.

The several schools and programs of the University are conducted either under the name "Northeastern University" or by its affiliated schools—the Lincoln Schools and The Huntington Day School for Boys. The following is a brief outline of the principal types of educational opportunities offered.

In the field of Co-operative Education there are three day colleges—the College of Liberal Arts, the College of Engineering, and the College of Business Administration. The College of Liberal Arts offers majors in the usual fields of the arts and the sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. The College of Engineering, one of the largest engineering colleges in the United States, has curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. The College of Business Administration has curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. The College of Engineering and the College of Business Administration confer the degree of Bachelor of Science with specification indicating the field of specialization. The Co-operative Plan, under which all of these day colleges operate, enables the student to alternate regular periods of classroom instruction with supervised employment in an industrial or commercial position, thus combining theory and practice in an exceedingly effective manner. Apart from the educational advantages of the Co-operative Plan is the opportunity for self-support while the student is pursuing his studies at Northeastern University. During the co-operative periods, students not only gain experience but are also paid for their services. Approximately three hundred business and industrial concerns co-operate with Northeastern University in making this program effective.

The School of Law conducts both a day and an evening undergraduate program which prepares for admission to the bar and for the practice of the law and leads to the degree of Bachelor of Laws.

The Adult Education Program has been developed in the evening work of the School of Law as indicated above, in the School of Business, and in the evening courses of the College of Liberal Arts. The School of Business has curricula in Management, Accounting, Distribution, Law and Business, and Engineering and Management. It also conducts a Labor Relations Institute. This School awards the Bachelor of Business Administration degree with specification. The University also operates a division of the School of Business in Springfield. The College of Liberal Arts offers certain of its courses during evening hours constituting a program, three years in length, equivalent in hours to one-half the requirements for the A.B. or S.B. degree, and providing a general education and preparation for admission to the School of Law. The degree of Associate in Arts is conferred upon those who complete this program.

The Adult Education Program has also been developed through the Lincoln Schools, which are affiliated with and conducted by Northeastern University. The classes in these schools are held at convenient evening hours. The Lincoln Technical Institute offers curricula upon a college level in various phases of engineering leading to the degree of Associate in Engineering; whereas the Lincoln Preparatory School,

accredited by the New England College Admissions Board, prepares students for admission to college and offers other standard high school programs.

The Huntington Day School for Boys, also affiliated with and conducted by Northeastern University, is the outgrowth of a demand in the city of Boston for an urban preparatory school with high educational standards which would furnish thorough preparation for admission to the leading colleges and universities. While easily accessible to the various sections of Boston and to the suburbs, it has the facilities of a country day school and offers a country day school program. This School is one of the leading preparatory schools of the country.

Buildings and Facilities

Boston — A Great Educational Center

The fact that Northeastern University is in Boston broadens the educational and cultural opportunities of its students. Few other cities in the country are so rich in the finest elements of American life. Many of its historic buildings, such as the Old State House, Faneuil Hall, and the Old North Church, have become museums for the preservation of old documents, paintings, and other collections representative of early colonial life. The Boston Public Library and the Museum of Fine Arts, both within a few blocks of the University Buildings, are widely noted for their treasures of literature and art. Even nearer to the University is Symphony Hall, home of the world-famous Boston Symphony Orchestra. And the many churches within Greater Boston not only afford the opportunity of hearing distinguished preachers but through their student clubs and young people's societies make possible for students a fine type of social and intellectual life.

University Buildings

Location

Northeastern University, except for the Law School, is housed in five buildings located on Huntington Avenue, Boston, at the entrance to the Huntington Avenue Subway and opposite the historic Boston Opera House. The main administrative offices of the University are located in Richards Hall, a four-story brick structure added to the physical plant of Northeastern in 1938.

The chief railroad centers of Boston are the North and South Stations. To reach the University from the North Station, board a car going to Park Street, at which junction transfer to any Huntington Avenue car. To reach the University from the South Station, board a Cambridge subway train for Park Street Under. There go up one flight of stairs and board any Huntington Avenue car.

Beacon Hill Building

The building housing the Law School at 47 Mt. Vernon Street is a three-story structure completely equipped with administrative offices, faculty offices, classrooms, library and student recreational rooms.

East Building

The East Building houses the University Library, the Business Administration Laboratory, and several department offices. Jacob P. Bates Hall is also in this building. The latter is used for University band and orchestra rehearsals, glee club rehearsals, and entertainments, as well as dramatic club work.

New Building

The New Building is the second unit of the new Northeastern plant. It has a basement and four stories housing laboratories, classrooms and a recreation area, the *University Commons*. Chemical engineering laboratories and classrooms take up the entire basement. The second floor contains a large lecture hall and classrooms. The Advertising Laboratory and classrooms take up the entire third floor. The fourth floor is given over almost entirely to the biological laboratories and biology lecture room.

Richards Hall

Richards Hall was the first unit of the new Northeastern plant. Its 100,000 square feet of floor area provide ample space for administrative offices, the Bookstore, reading rooms, lounges, Chapel, special veterans' service areas, and many other facilities.

The major portion of the building is given over to laboratories and classroom areas. Laboratory space is provided for the following: Mechanical Engineering, Industrial Engineering, General and Advanced Physics, Inorganic, Organic, Analytical, and Physical Chemistry, together with several special research laboratories.

Outstanding among the classroom areas are a large chemistry lecture hall and two general lecture halls seating 300 and 200 students respectively. On the fourth floor are located three large, light and well-equipped drawing rooms, together with an art room for carrying on designing and drafting which form so important a part of technical work. The penthouse contains a radio laboratory, astronomy laboratory, and a blueprint room.

Student Center Building

(Under construction — ready for occupancy September, 1947)

The Student Center Building now being constructed will contain 83,000 square feet of floor space.

The ground floor will contain the University Bookstore, a large University Commons where luncheons may be purchased at low cost by the students, a women's recreational area, a faculty lounge, and a student game room. The main entrance to the building will be on the first floor, where there will also be the main lobby, Student Activities administration offices, a medical suite, a public lounge, a women's lounge, and an auditorium seating 1,350. On the second floor will be a well-appointed Chapel, a student reading and study room, a large student lounge, and the offices of the Dean of Chapel. On the third floor will be located another reading room, a study hall, offices and work rooms for student activities, and certain classrooms. The fourth floor will be devoted primarily to classrooms.

South Building

The South Building, located directly behind the East Building, houses the following laboratories: Advanced Industrial Electronics, Electrical Measurements, Dynamo, High Tension, Electronics and Communica-

tions, Ultra High Frequency, Hydraulics and Sanitary Engineering, and Concrete and Highway. In addition, it provides space for department offices, classrooms, conference rooms and one large drafting room.

Laboratories

The laboratories of the University fall into three categories. The first group includes those for experimental work in the pure sciences of biology, chemistry, and physics. The second includes those for the study of engineering in its major branches (civil, mechanical, electrical, chemical, and industrial). The third comprises the business and statistical laboratory.

In addition to these laboratory facilities which are described in the following pages, motion pictures and lantern slides are frequently used to supplement classroom instruction. For this purpose, there are available motion picture projectors for both sound and silent film as well as several lantern slide projectors.

Biology

The Department of Biology occupies the fourth floor of the New Building, which contains, in addition to the Zoological, Anatomical and Botanical Laboratories, its offices, research areas, and lecture hall. The laboratories are fully equipped for general and special work, with extensive collections of museum preparations, models, and specimen collections displaying thousands of specimens illustrating the various fields of biological study.

Chemistry

The Chemical Laboratories located on the fourth floor of Richards Hall were given to the University by the Charles Hayden Foundation. They are splendidly equipped for work in general and inorganic chemistry, qualitative and quantitative analysis, and organic and physical chemistry. In addition, several service rooms and space for a limited amount of research are provided.

General Chemistry and Qualitative Analysis—This laboratory is fully equipped with water, gas, electricity, steam, and fume hoods. A hydrogen-sulphide room, a balance room, and a conference room are also a part of this unit.

Organic Chemistry—This laboratory provides about six feet of working space for each student. The facilities are similar to those in the general chemistry laboratory and, in addition, there is provided a large evaporating unit and an organic combustion furnace.

Quantitative Analysis and Physical Chemistry—The tables and fume hoods and other equipment in this room are similar to those in the Organic Laboratory. In addition, a large drying oven, special balances, electrical instruments, temperature measuring devices, and other specialized apparatus are provided.

A small laboratory for technical analysis of such materials as coal, vegetable oils, petroleum, textiles, and rubber adjoins the main laboratory, and a special laboratory is also available for electrolytic work.

Research—Three small laboratories are equipped for advanced research. These are available for graduate thesis investigations.

Physics

The Physics Laboratories located on the second floor of Richards Hall are fully equipped for elementary and advanced study as well as research. In addition, an astronomy laboratory and an amateur radio transmitting station are located in the penthouse on Richards Hall.

General—This laboratory, designed for elementary instruction, is provided with gas, water, and electricity. A spectrometer room, a photographic room, and a photometer room are directly connected with this laboratory.

A second smaller laboratory is equipped for more specialized experiments, and has facilities for glass blowing and high vacuum work. A flexible electrical system here permits use of all the supplies available to the Advanced Laboratory.

Advanced—This laboratory is designed with a view to both precision and flexibility. A special switchboard provides single phase and polyphase alternating current and a variety of direct current potentials. A workshop with lathe, drill press, grinder, and other tools as well as two separate research rooms complement the laboratory.

Optics—This laboratory used for advanced work in both physical and geometrical optics is especially equipped for the former. Direct electrical connection to the special switchboard in the Advanced Laboratory is provided for use with the various light sources.

Radio—This laboratory has a complete set of apparatus for conducting experiments in Radio and Electronic Circuits. Apparatus includes crystal oscillators, audio and radio frequency amplifiers, audio and radio frequency oscillators, cathode ray oscilloscopes, frequency modulation and industrial electronic equipment, complete radio transmitters and receivers.

The amateur radio transmitting station is in a completely shielded room and operates on both radiotelephone and radiotelegraph. Facilities are also available for research.

Astronomy—The astronomy laboratory is provided with equipment for grinding mirrors and constructing telescopes, and a platform on the roof provides a very good unobstructed view for making observations.

Civil Engineering

Most of the laboratory work in civil engineering is, of course, actual field work in surveying. A considerable amount of demonstration equip-

ment including many models is available for use in the study of structures, hydraulics, sanitary engineering, highways, concrete and soil mechanics.

Surveying—The Department of Civil Engineering is provided with a variety of excellent and up-to-date equipment for field work. The instruments have been chosen to make possible the working out of advanced as well as elementary field problems, and to acquaint the students with the principal makes and types of instruments in general use.

Hydraulics and Sanitary Engineering—This laboratory located on the first floor of the South Building is equipped with demonstration measuring devices for use in connection with the courses in hydraulics.

Complete equipment is also provided for water and sewage analysis, and research students can be accommodated in this field.

Concrete and Highway Engineering—Located on the second floor of the South Building, this laboratory is equipped for conducting all the routine tests on cement and aggregate. The 300,000 lb. Riehle testing machine in the Mechanical Engineering Department is available for compression tests on concrete cylinders.

Equipment is also available for conducting a major portion of the accepted tests on bituminous materials as used in highway work. Soil Mechanics equipment consists of a general soil sampler, consolidometer, wet-mechanical gram-size analysis and a quicksand demonstration tank.

Aerial Photogrammetry—The apparatus in this laboratory may be used to instruct the students in the basic principles of photogrammetry, or may be used to instruct the students in the more technical phases of photogrammetry such as horizontal control, vertical control, stereoscopic plotting, mechanical triangulation, and the tri-metrogon method of plotting.

Mechanical Engineering

The Mechanical Engineering Department has a well-equipped laboratory containing a wide variety of modern machines and occupying over 10,000 square feet of floor space in Richards Hall. A canal located in the laboratory, having a capacity of about 18,000 gallons of water, is used for hydraulic experiments. Special areas are available for oil testing, mechanics, research and similar purposes. Auxiliary equipment is used for making the usual tests and measurements.

Steam Power—The apparatus operated by steam includes a wide variety of steam engines, turbines, pumps, condensers, heat exchangers, and measuring instruments.

Hydraulic Equipment—Water pumps are available for testing and include piston pumps, centrifugal pumps, power and rotary pumps, as well as a pulsometer and steam injector. Different types of weirs with hook gages, and other flow measuring devices including pilot tube, venturi tube, orifice and water meters are used for flow of fluids experiments.

Fans and Air Compressors—A steam driven air compressor and a centrifugal fan are arranged for testing purposes.

Heating, Refrigeration, and Air Conditioning—Heating equipment includes a steam boiler, a hot air furnace and a unit steam heater. Air conditioning apparatus is available for heating, cooling, humidifying and dehumidifying. There is in addition a constant temperature room which may be used for either heating or cooling purposes.

Metallography and Heat Treatment—A metallograph capable of magnifying up to 2500 diameters is available for photographing crystalline structures of metals and alloys. Sanding and polishing equipment, and metallurgical microscopes are used in the preparation and examination of the specimens.

For the study of heat treatment, several electric furnaces and a gas-fired furnace are available for use.

Internal Combustion Equipment—Included under this heading are several gasoline and oil engines, automobile engines and Diesel engines. Some of these are set up for running experimental tests, but several are available for dismantling and demonstration purposes.

Testing Materials—Universal testing machines of 10,000, 50,000 and 300,000 lb. capacities are used for most of the tests. In addition, there are three types of hardness testers, 10,000 in. lb. torsion, 220 ft. lb. impact, endurance and bend units as well as equipment for non-destruction tests, such as photoelasticity. Suitable strain gages and other instruments for conducting the undergraduate tests are available.

Aeronautics—The laboratory is provided with a 3-foot hexagonal throat wind tunnel for model testing up to speeds of 150 miles per hour. A number of types of airplane engines are available for inspection and dismantling purposes. Demonstration apparatus for streamline flow is also included.

Metal Processing—The laboratory for metal processing consists of lathes, planers, boring mill, drill presses, milling machine, and small tools. The laboratory also has numerous heat treatment furnaces, oxyacetylene welding and cutting tools, electric resistance welding and other equipment to adequately carry on the work in production processes.

Miscellaneous Equipment—In addition to the apparatus previously mentioned, the laboratory has available testers for calibrating gages, oil testing equipment, fuel calorimeters, steam calorimeters, and friction testers, as well as instruments for measuring speed, temperatures, pressures and flow of fluids.

Electrical Engineering

The ground floor and part of the first floor of the South Building is occupied by the electrical laboratories. These cover an area of approxi-

mately 9000 square feet and include the dynamo, measurements, high tension, electronics and communications, ultra high frequency, and advanced industrial electronics laboratories.

Dynamo—This laboratory is provided with both 60 cycle 3 phase 230 volt alternating current and 115-230 volt three-wire direct current power services. The equipment includes more than sixty motors and generators, both AC and DC, of different types, together with the necessary auxiliary equipment to operate and test them. In addition, there are numerous transformers and other static equipment including a steel tank mercury arc rectifier unit. The motors and generators have been selected to reduce as much as possible the risk from high voltage and yet be typical of the range of commercial apparatus.

Electrical Measurements—The equipment here is of two distinct types: first, that planned primarily for teaching principles of measurement and, secondly, that which is used in teaching advanced standardizing methods as well as for calibrating instruments in other laboratories of the University. Briefly, this laboratory is equipped for practically any work in electrical measurements except for the absolute determinations carried on in national standardizing laboratories.

High Tension—This laboratory is equipped with the necessary transformers and auxiliary equipment to provide 4 Kva. at 50,000 volts potential. A special room has been equipped for cable and insulation testing, and impulse testing of insulation is made possible by a surge generator capable of producing waves having crest values up to 300,000 volts. A 4,000 ampere low voltage transformer is also available for the study of the effects of heavy currents in conductors, switches, and contacts.

Electronics and Communications—This laboratory is equipped with apparatus for about forty experiments in the field of electronics and radio-engineering. The apparatus includes several radio frequency signal generators, vacuum tube voltmeters, cathode-ray oscilloscopes, audio oscillators and a primary frequency standard.

Ultra High Frequency—The equipment in this laboratory consists of several ultra-high-frequency generators, cylindrical and rectangular wave guides, antenna arrays and reflectors, frequency measuring equipment, and power measuring devices.

Advanced Industrial Electronics—In this laboratory equipment is available to demonstrate and test power apparatus controlled by electronic means. The following pieces of equipment are among those found in this laboratory: Induction and Dielectric heating, Industrial X-Ray, Controlled Welding, Ignitron Inverter and Rectifier, Motor speed control, Generator voltage control, Electrostatic air cleaning, Photoelectric control, and Automatic Synchronizing apparatus. Characteristics of individual power electron tubes are also investigated, including high vacuum rectifiers, ignitrons and thyratrons.

Chemical Engineering

The Department is now located on the ground floor of the New Building. A total of 8,218 square feet has been allotted for its exclusive use.

Unit Operations Laboratory—This laboratory is primarily devoted to the study of flow of fluids, filtration, heat transfer, distillation, evaporation, absorption, and drying; but houses in addition equipment for carrying out such unit processes as nitration, reduction, and sulphonation.

Approximately 1,000 square feet of this laboratory consists of a double floor area serviced by a traveling crane for installing and repairing semi-plant scale equipment.

Crushing, Grinding and Separation Laboratory—A separate laboratory equipped with a ventilating fan houses equipment for crushing, pulverizing, and separating solids. All equipment is operated by individual electric motors with speed control frequently taken advantage of to get experimental data.

Machine Shop—A small, well-equipped shop is available for the construction and repair of equipment.

Research Space—In addition to the Research Laboratory, the mezzanine floor of the Unit Operations Laboratory is available for investigating new processes.

Industrial Chemical Laboratory—This laboratory is equipped with modern laboratory benches and is located next to the stock room. The determination of the optimum conditions for carrying out unit processes on a small scale is accomplished in this laboratory.

Industrial Engineering

Students in the Department of Industrial Engineering share in the use of the Mechanical Engineering Laboratories and the Business Laboratory.

Industrial Engineering Laboratory—This laboratory which is located in Richards Hall is completely equipped with the latest facilities and tools used by methods engineers. Besides the general equipment consisting of benches, tables, lathe, jigs, fixtures, and racks, the laboratory has an ample supply of time study boards, stop watches and timers for time study work. There is also available complete motion picture equipment and microchronometers for micromotion work.

Business and Statistical Laboratory

The Business and Statistical Laboratory is equipped with the commonly used office machines, as well as a number of business charts and maps. It is available for laboratory work in accounting and statistics and

is in charge of a graduate assistant whose duty it is to maintain the machines in excellent order, and to give instruction in their uses. Principal pieces of equipment include typewriters, hand and electric calculators, and hand and electric adding machines.

Design and Drafting Rooms

The University possesses large, light, and well-equipped drawing rooms for the carrying on of the designing and drafting which form so important a part of engineering work. These rooms are supplied with lockers containing the drawing supplies, files containing blueprints, and photographs of machines and structures that represent the best practice. Drafting room blackboards are equipped with traveling straightedge devices which facilitate speed and accuracy in blackboard demonstrations.

Libraries

The general University library is located on the first floor of the East Building. The reading room seats about 360 students at one time, and the stack capacity approximates 25,000 volumes. Here are available all of the general reference books, most of the professional and scientific volumes, and most of the periodicals to which the University subscribes.

Library hours are as follows:

8:45 A.M. to 7:30 P.M. Mondays through Fridays

8:45 A.M. to 1:00 P.M. Saturdays

Closed on Sundays and Holidays

The library is under the direction of a librarian and several competent assistants all of whom have had special training for the work.

A general reading room and library is maintained by the Northeastern Student Union in Room 356, Richards Hall. The books located here are chiefly nontechnical works dealing with contemporary affairs, religious problems, international relations, travel, etc., among which students may browse during periods of relaxation. A few of the literary and religious periodicals are also available in this room.

Boston Public Library

All members of the University, whether resident or nonresident students, have the privilege of taking books from the Boston Public Library and of using the library for general reference and study. Inasmuch as this is one of the best in the country, it presents unusual opportunities to the students. Within a few minutes' walk from the University, it enables students to have unlimited reference at any time to books and periodicals bearing upon their studies.

Lecture Assembly Halls

Through special arrangement, Jordan Hall, Symphony Hall, and the Boston Opera House are made available for assembly purposes. These halls provide ample space for student activity assemblies and for special lectures by noted men, which are given sometimes under the direction of the student body and other times under the direction of the faculty. The special lectures are devoted to those elements of life which count most in the development of a man's viewpoint and his character.

Equipment for Physical Training

Northeastern has exceptional facilities for all-round physical training. The gymnasium is one of the most complete in New England. Adjoining Richards Hall is a large field equipped for athletics. Here are two tennis courts, an outdoor gymnasium with a softball diamond, and other athletic facilities.

Natatorium and Gymnasium

The Natatorium is located in the East Building between the assembly hall and gymnasium. It is 75 feet long and 25 feet wide and is generally regarded as one of the finest of its kind in this area.

The Gymnasium is known as the Samuel Johnson Memorial Gymnasium and provides the following facilities: three gymnasiums, a twelve-lap running track, boxing and wrestling rooms, handball and squash courts, bowling alleys, showers, steam baths, massage rooms, electric cabinet baths, and locker rooms.

Huntington Field

Huntington Field, the University athletic field, is located on Kent Street in Brookline and provides ample facilities for track, baseball, football and other outdoor sports. The University maintains bus service between its Huntington Avenue plant and the Huntington Field, making it possible for students to get back and forth with a minimum loss of time. The field is equipped with a commodious field house as well as ten sections of stadium seats for spectators.

Student Activities

Northeastern University regards student activities as an integral part of its educational program. One of the main departments of the University, it is charged with the responsibility of co-ordinating the various types of activities and of administering the social, musical, literary, and athletic organizations in such a way as to enable each to contribute in a wholesome, worthwhile manner to student life at Northeastern. Every student is encouraged to participate in such activities as may appeal to him, although a standard of scholarship which is incompatible with excessive devotion to such pursuits is required of all students.

Members of the faculty also are interested in the informal aspects of the college program. Teaching loads are kept sufficiently low so that the instructional staff may have ample opportunity to mingle with students outside of the classroom in social activities and on the athletic field. In fact, some member of the faculty is appointed to serve as adviser for each student activity. His function is not to dictate how the organization shall be run, but to encourage the students in their extracurricular endeavors and to give them the benefit of his mature point of view in solving the problems that inevitably arise.

One of the outstanding contributions of the Co-operative Plan in the field of higher education has been its capacity to develop in students those powers of social understanding that are so essential to success in professional life. At Northeastern the program of student activities is made to contribute to this end in a very real way. It is a conscious aim of the student activities advisers to develop among their advisees those qualities of personality and character which will enhance their usefulness as future professional men and citizens. Students have splendid opportunities to develop administrative and executive ability as leaders of undergraduate organizations. No academic credit is awarded for any student activity. This has been no deterrent, however, to student participation in extracurricular activities, for a recent survey of the undergraduate body showed that over ninety per cent of the enrollment were engaged in one or more forms of student activity.

Athletic Association

All students in the Day Colleges are members of the Northeastern University Athletic Association. Policies of the association are passed upon by a Faculty Committee on Student Activities. This committee decides what students are eligible to participate in athletics, what the various sports schedules shall be, and what students may be excused from classes to represent the University on athletic trips.

The actual administration of the athletic program is in the hands of a second committee, known as the General Athletic Committee, which consists of the Director of Student Activities, the captains and managers of all varsity teams, and the coaches as ex officio members.

The University maintains both varsity and freshman teams in baseball, basketball, cross-country, football, hockey, and track. Intercol-

legiate games and meets are arranged with the leading colleges in the East. In addition to intercollegiate athletics the athletic association conducts an intramural program in various sports.

Honor Societies

Three honorary societies are chartered by the University in its Day Colleges:

Tau Beta Pi, in the College of Engineering (*for men only*).

The Sigma Society, in the College of Business Administration.

The Academy, in the College of Liberal Arts.

Election to the college honorary societies is founded primarily upon scholarship, but before a man or woman is privileged to wear the honorary society insignia there must be evidence of an integrity of character and an interest in the extracurricular life of the University as well as an acceptable personality. The Societies have memberships consisting of the outstanding men and women in the Day Colleges. Election to the honorary society is the highest honor that can be conferred upon an undergraduate.

Publications

"*The News*"—A college newspaper, the *Northeastern News*, is published each week throughout the college year by a staff selected from the student body. The copy is prepared, edited, and published by the students themselves with the counsel of a faculty adviser. Opportunity is afforded for the students to express their opinions on subjects relating to study, co-operative work, social events, or topics of the day. Positions on the *News* staff and promotions are attained by competitive work. The paper is in part supported by advertising, both national and local, and in part by a portion of the student activities fee. The *Northeastern News* is a member of the Eastern Intercollegiate Newspaper Association, and sends one of its editors to the annual convention of this association each year. Copies of the *News* are mailed to upperclassmen when they are at co-operative work and to freshmen after the close of their college year.

"*The Cauldron*"—The combined senior class publishes annually a college yearbook, *The Cauldron*. It is ready for distribution in the latter part of the second term and contains a complete review of the college year with class histories, pictures of all seniors, of the faculty, and of undergraduate groups, as well as a miscellany of snapshots and drawings contributed by students.

Student Council

Student government of the Day Colleges at Northeastern University is vested in the Student Council, composed of elected representatives from the various classes. The Council is the authority on all matters relating to student policies not definitely connected with classroom procedure. It has jurisdiction, subject to faculty approval, over all such

matters as customs, privileges, and campus regulations. The Dean of Students serves as faculty adviser to the Student Council.

Student Union

The purpose of the Northeastern Student Union is to carry out the work of a Christian association within the University. It endeavors to deepen the spiritual lives of Northeastern men and women through the building of Christian character, to create and promote a strong and effective Northeastern University spirit in and through a unified student body, to promote sociability, and to emphasize certain ethical, social, civic, intellectual and avocational values.

All students are encouraged to participate in the activities of the Union, no matter what their religious faith, as the work of the Union is entirely nonsectarian. A good moral character is the only requirement for eligibility to membership. It is hoped that as many students as can will participate in this ideal extracurricular work.

The Union conducts a weekly Chapel Service in the little chapel in Richards Hall, to which all faculty members and students are invited. The service, which is nonsectarian and voluntary, is held on Thursday mornings from 8:40 to 8:55 o'clock. Many eminent preachers of Greater Boston are engaged to deliver brief addresses.

Professional Societies and Clubs

To assist in the promotion of social, cultural, and intellectual advancement through informal channels, a number of professional societies and clubs are sponsored.

Camera Club—The Camera Club welcomes all men and women interested in photography. Weekly discussions and special evening lectures by guest artists are part of the yearly program. Field trips, monthly photo contests and a general exhibition add to the interest and progressive work of this organization.

Chess Club—The Chess Club gives both beginners and experts an opportunity to enjoy the game. Yearly tournaments are held among the members and, in past years, the best among the members have engaged in intercollegiate competition.

Debating Society—The purpose of the Debating Society, formed in 1936, is "to foster and promote an interest and facility in formal argumentation; to develop an impartial, unbiased, and intellectual consideration of questions and issues of current interest; and to sponsor intercollegiate relationships and competition in the debating field." Membership is open to all students of the Day Colleges.

Dramatic Club—The Dramatic Club affords an opportunity for those students interested in dramatics to participate in the production of several pieces in the course of the college year. Qualification for the cast

and for positions on the business staff is through competition under the direction of the faculty adviser.

Engineering Societies, National—Students in the several professional curricula of the College of Engineering operate Northeastern University Sections of the appropriate national professional societies. Chief among these are the following:

- American Society of Civil Engineers
- Boston Society of Civil Engineers
- American Society of Mechanical Engineers
- American Institute of Electrical Engineers
- American Institute of Chemical Engineers
- Society for the Advancement of Management
- American Chemical Society

Members of the engineering faculty who hold membership in the parent organizations serve as advisers to these student groups. Meetings are held regularly, usually at night so that students from both divisions may attend, and practicing engineers are invited to address the sections. Occasionally appropriate motion pictures are shown, or the group visits some current engineering project in the vicinity of Boston. The College of Engineering encourages these student sections of the technical societies in the belief that they provide a wholesome medium for social intercourse as well as a worthwhile introduction to professional life.

Membership in the student sections of the American Society of Civil Engineers and Boston Society of Civil Engineers, the American Society of Mechanical Engineers, or the American Institute of Electrical Engineers also includes membership and privileges of the Engineering Societies of New England. This organization is an affiliation of all the major technical societies of Boston and vicinity and provides valuable lectures, smokers, and informal meetings with the outstanding men engaged in engineering work in Boston and vicinity.

Finance and Insurance Club—The purpose of the Finance and Insurance Club is to increase among its members the knowledge of the theory and practice of finance and insurance. Any student of Northeastern University while enrolled in any of the finance and insurance courses of the College of Business Administration is eligible to active membership in this club. Meetings are held each ten-week period at which executives from Greater Boston are invited to discuss current issues in the field.

Industrial Relations Club—Membership in the Industrial Relations Club is open to all students of Northeastern University who may be enrolled in any of the industrial relations courses of the College of Business Administration. The purpose of this club is to increase among its membership the knowledge of the theory and practice of industrial relations. Prominent executives from the Greater Boston area discuss current issues in this field at the meetings which are held in each ten-week period.

International Relations Club—The International Relations Club was founded in 1932 for the purpose of studying and discussing those current national and international events and issues which vitally concern our American life and institutions.

It is the intention of the club to deal with all questions in an impartial and broadminded manner, and to take an intelligent and effective part in promoting international understanding and harmony. The club maintains contacts with similar organizations in other colleges.

Membership is not open to freshmen, and only to those upperclassmen who maintain good scholarship.

Law and Accounting Club—All students interested in accounting and law are invited to join this stimulating club. Problems and cases involving the interrelations of accounting and law are presented and discussed at club meetings. Although upperclassmen usually present problems arising out of thesis or co-operative work, speakers from the professional world come to the meetings to present papers and lead the student discussion.

Marketing and Advertising Club—The purpose of the Marketing and Advertising Club is to increase among its members the knowledge of the theory and practice of marketing and advertising. Any student of Northeastern University while enrolled in any of the marketing and advertising courses of the College of Business Administration is eligible to active membership in this club. Meetings are held each ten-week period at which executives from Greater Boston are invited to discuss current issues in the field.

Mathematics Society—The Mathematics Society encourages the study of topics of mathematical interest which are either outside or beyond the scope of the regular mathematics courses. Membership is restricted to those men and women who have completed one- and one-half years of study in mathematics and have an average grade of not less than "C" in mathematics courses up through differential calculus. The club meets once every five weeks in the evening. Although membership is limited to upperclassmen, any student is always welcome to any meeting, and freshmen especially interested in mathematics are always welcome.

The final program of the year is devoted to a dinner meeting for which some prominent outside speaker is procured.

Musical Clubs—The Department of Student Activities sponsors musical clubs, such as the following: a concert orchestra, a band, a glee club, a banjo club, and a dance orchestra, for which all students with musical ability are eligible. Membership in the various musical clubs is attained by competitive effort.

Each organization has a faculty adviser and each elects a representative to the Musical Clubs Council. The purpose of this council is to coordinate the various musical activities of the Day Colleges. At the annual Musical Clubs Banquet, held early in the spring, charms are awarded

to the leaders and managers of the several clubs and to members who have played over a period of three full years.

Omega Sigma Society—This club was organized in 1943 for all women students enrolled in the Day Colleges, to derive social, moral and intellectual benefits for both themselves and the University.

Radio Club—One of the most popular undergraduate activities is the Radio Club. Members are provided opportunity for code practice and are encouraged to obtain their amateur licenses. The club owns and operates station W1KBN, a short wave transmitter, located in the Radio Laboratory in the penthouse of Richards Hall. Meetings are held about once a month for the discussion of technical matters. Practicing radio engineers are frequently invited to address the club at evening meetings, when students in both divisions may attend.

Science Club—Membership in the Science Club is open to students who maintain satisfactory scholastic standing. The club has access to machine shops for the construction of telescopes and other instruments. It also has quarters in the penthouse on the fifth floor of Richards Hall.

Yacht Club—Only recently formed, the Yacht Club is a member of the Intercollegiate Yacht Racing Association. The club participates in regattas held in the Charles River Basin and also in regattas held at other colleges.

Class Organization and Activity

Each of the classes in the Day Colleges elects its officers and carries on activities as a class. Dances are sponsored by the classes at regular periods throughout the year. One of the high lights of the social program is the Junior Promenade, held each spring at one of the Boston hotels.

Seniors plan a number of activities just prior to Commencement.

Convocations

The hour from 12:00 to 1:00 on Wednesdays throughout the year is set aside for convocations. Attendance is compulsory. Arrangements are made to bring before the student body some of the ablest and foremost thinkers of the day. A list of speakers for the year will be found on page 16 of this catalog. When the convocation hour is not occupied by a University lecturer, class meetings, concerts, or athletic rallies are held instead. Such gatherings are under the direction of the Department of Student Activities.

Fraternities

There are at present nine local Greek letter fraternities chartered by Northeastern University. Each fraternity is provided with a faculty adviser who is responsible for the proper administration of the fraternity

house under the rules and regulations established by the faculty. The list of fraternities in the order of their establishment is as follows:

- | | |
|-----------------------|--------------------|
| 1. Beta Gamma Epsilon | 5. Phi Beta Alpha |
| 2. Alpha Kappa Sigma | 6. Phi Gamma Pi |
| 3. Nu Epsilon Zeta | 7. Sigma Phi Alpha |
| 4. Sigma Kappa Psi | 8. Kappa Zeta Phi |
| 9. Gamma Phi Kappa | |

Elected representatives from each fraternity make up an Inter-Fraternity Council, a body which has preliminary jurisdiction over fraternity regulations. Its rulings are subject to the approval of the Faculty Committee on Student Activities.

The Co-operative Plan

What It Is

The Co-operative Plan of Education is founded on the educational philosophy that supervised employment in the occupational field for which a student is training enhances comprehensive learning and vocational adaptation. It utilizes, in addition to the usual classroom and laboratory exercises, the practical values of the work-a-day-world environment, thereby enabling the student not only to become acquainted with certain job skills and operations concurrently with his academic training but also to develop his confidence and capacity to arrive at intelligent conclusions based upon a knowledge of practice as well as of theory.

How It Works

The Co-operative Plan works in the following manner. Upperclassmen, including both men and women, are divided into two nearly equal groups, one of which is called Division A and the other Division B. Each student is assigned a job with some business or industrial concern. The Division A students start the college year with a term of classroom work, while the Division B students start the year with a term at co-operative work. At the end of that term, the Division A students go out to work with a co-operating firm, while their places in the classrooms are then taken by their alternates, the corresponding Division B students. When the next term has passed the Division A students return to college and the Division B students return to the co-operative job. The alternation of work and classroom study continues throughout the year so that an upperclassman has usually two terms of ten weeks and one of five weeks at college, two terms — one of ten weeks and one of fifteen weeks — at co-operative work, and a brief vacation.

Faculty Co-ordinators

Each student is assigned to a co-ordinator who is responsible for all phases of the co-operative work program for his group of students. He interviews them during the freshman year and discusses with them various vocational objectives and answers such questions as the students may have in regard to the many activities of business and industry. He studies them in the light of their physical condition, scholastic attainment, interests, aptitudes, and other factors bearing upon their qualifications for vocational assignment. These interviews culminate in an agreement between the students and their co-ordinators regarding the field of co-operative work in which the students are placed. During each of the terms at college immediately succeeding a term at co-operative work, the co-ordinator confers with the student concerning the job experiences acquired and other matters relating to vocational adjustment or personal problems while on the job. The reports of the employer on the achievements and performance of the student are discussed and interpreted in

the interest of further co-ordination and more effective learning. In this way the progress of all students is observed and co-ordinated with their college work to the end that maximum values are obtained from their training at Northeastern.

Placement

The co-ordinator visits co-operating firms and arranges with them for the employment of students under his charge. The range of opportunities available to Northeastern students is wide, including practically all phases of industrial life. In general, the first year of co-operative work can be expected to be of a routine nature through which students may prove their fitness for more responsible work. A job assignment directly related to the student's field of study and vocational training is the prime objective of the co-ordinator. The jobs upon which Northeastern students are employed are in no sense protected opportunities. They are regular jobs under actual business conditions and are held in competition with other sources of supply. The only special privilege accorded Northeastern students is that of attending college on the Co-operative Plan and the opportunity to merit by superior performance progressive advancement on the job.

Supervision and Guidance

While the University does not adopt a paternal attitude toward co-operative work, it nevertheless assumes certain responsibilities toward students and co-operating firms. Co-ordinators visit each job in order that the employer may report upon the student's achievement and that necessary adjustments may be made. Co-ordinators supervise the assignment of students to various jobs and in conjunction with employers arrange for promotions and progressive training schedules. Problems that arise on co-operative work are adjusted by common agreement of co-ordinator, student, and employer. In the event of special difficulties or dissatisfaction, the case may be adjusted by the Committee on Co-operative Work, which comprises several members of the faculty.

Through a series of co-operative work reports prepared during their working periods, students are led to analyze their jobs and to develop a thoughtful and investigative attitude toward their working environment. A most important phase of co-operative work is the opportunity afforded for guidance by the frank discussion of actual problems encountered on the job. The intimate contact between co-ordinator and student is of great worth in helping the student to get the most value from the co-operative work assignment. While the University endeavors to provide every possible opportunity for its students, it expects them at the same time to take the initiative and to assume the responsibility involved in their individual development. To every student are available the counsel and guidance of the faculty, and every resource at its disposal. But the faculty does not coerce students who are uninterested or unwilling to think for themselves.

The Co-operative Plan is thus designed specifically to provide actual working opportunities which afford the students practical experience,

give meaning to their program of study, and train them in reliability, efficiency, and teamwork.

Correlation of Theory and Practice

Co-operating companies employ the students, both men and women, in the various departments of their establishments. The training is thorough. To derive the greatest value from co-operative work the student is advised to continue in the employ of the co-operating firm for at least one year after graduation, since certain types of work which would afford valuable experience cannot be made available during the alternating period of work and study. Statistics compiled over a period of many years show that an average of from thirty-five to fifty per cent of each graduating class remains with co-operating employers after graduation.

Co-operative Work Reports

The values to be derived from practical experience are further enhanced by required report writing. These co-operative work reports are written during the working periods by all co-operative students. A complete job analysis is required as the first report written on any new co-operative work assignment. Subjects of other reports are selected by the student after conference with the Co-ordinator of Co-operative Work, by whom they must be approved. The reports are designed to encourage observation and investigation on the part of the students and to help them to appreciate more fully the extent and value of their experience. These reports are carefully read by the co-ordinator and are discussed with the student during the following college period. Exceptionally valuable results are obtained from these reports. The value derived must necessarily be directly proportional to the conscientious and intelligent concentration of effort by the student upon this phase of the work.

Co-operative Work Records

Complete and detailed records are kept of the co-operative work of each student. They are based upon reports made by the employer at the end of each working period; upon occasional personal conferences between the employer and the co-ordinator; and upon various evidences of the student's attitude toward all the phases of his co-operative work. It is not possible for the student to secure a degree unless this part of the curriculum is completed satisfactorily. These records of practical experience serve as a valuable reference for future Alumni Placement.

Positions Available

Because of uncertainties of business conditions, as well as other reasons beyond its control, the University cannot and does not guarantee to place students. However, past experience has demonstrated that students who are willing and capable of adapting themselves to existing conditions are almost never without employment except in periods of severe industrial depression.

Earnings

It should be understood that the primary purpose of the Co-operative Plan is training. The rates of pay for students tend to be lower than might reasonably be expected on full-time productive types of jobs such as would ordinarily be available to youth of corresponding age and training, because students are given the privilege of attending college on the Co-operative Plan and because the purpose is to provide the student with the opportunity of advancing on the job concurrently with his academic progress. Frequently this involves transfer, at reasonable intervals, from one department to another of the co-operating company.

Location of Work

It is the policy of the University to assign students to co-operative work within commuting distance of their homes. This is not always possible, however, and at times it may be necessary for students to live away from home in order to obtain satisfactory and desirable co-operative work assignments.

Types of Co-operative Work

In so far as possible students are placed at co-operative work in that general field for which they express preference, provided that aptitude, physical ability, temperament, and other personal qualities appear to fit them for this field. Usually students are placed first in those jobs of an organization where they may learn the fundamental requirements of the business.

For example, the first year of training in a manufacturing establishment might be as an operator of machines in two or more production departments of the plant. This provides the opportunity to acquire intimate knowledge of the equipment, methods, and operations of some of the processing departments of raw materials and products in process of manufacture. The second year might be as an expeditor or on assignments with the maintenance and installation department. Such work would require contact with all of the several production and operating departments of the plant and would provide the opportunity for a comprehensive and correlated study of all operations, plant layout, routing of raw, semi-processed, and finished materials—in other words, a perspective view of the interrelationship of departments. By this time, the student will have progressed to the academic stage where “application” courses will be included in the program and the next year of co-operative work might be devoted to testing, inspecting, methods analysis or the like. The last year would be devoted to initial training in that department for which the student was aiming to ultimately qualify. Thus, in the course of a period of four years of co-operative training, the student would have the opportunity to acquire a substantial background in at least some of the functions of the factory administration. This progressive type of training is ordinarily obtained in the employ of one company. A change of company each year usually provides more a change of environment than a progression of experiences.

Engineering firms, manufacturing companies, public utilities, banks, insurance companies, railroads and many other types of enterprises employ Northeastern co-operative students. Definite training schedules have been established with several of the co-operating companies. The ultimate objective of such schedules is absorption of the graduates into the permanent employ of the company, although such absorption is based on merit rather than guarantee.

Types of Co-operative Training Schedules

These schedules are arranged with the basic idea of giving the student a comprehensive training through the several different departments, but must of necessity be varied in accordance with the needs of those departments.

BOSTON EDISON COMPANY

The schedule of the Boston Edison Company is divided into the following general classifications. Very few co-operative students obtain experience in all branches, but students progress from year to year in the respective branches as conditions permit.

Standardizing

- (a) Testing and standardizing of electrical instruments
- (b) Miscellaneous standardization
- (c) Repairs on electrical instruments
- (d) Laboratory high voltage tests

Steam Practice

- (a) Turbine, engine and boiler tests
- (b) Instrument tests and repairs
- (c) Miscellaneous tests

Electrical Testing

- (a) Testing and repairing of electrical instruments in power stations and sub-stations
- (b) Cable tests
- (c) High voltage tests on apparatus and in the field
- (d) Checking up construction work
- (e) Miscellaneous electrical tests

Chemical Engineering

- (a) Fuel analysis
- (b) Miscellaneous tests and analysis of oils, water, paints, and other materials

Photography

Office Work

HUNT-SPILLER MANUFACTURING CORPORATION

- ONE YEAR General laboratory and plant work, including preparation of samples
Pyrometry
Use and care of metallurgical apparatus
- ONE YEAR Complete analysis of coal, coke, limestone, sand, iron, soil, etc.
- ONE YEAR Keeping of general metallurgical records, filing, and making of reports
- ONE YEAR Analysis for combined, graphitic, and total carbon with a complete knowledge of a carbon combustion apparatus

PEPPERELL MANUFACTURING COMPANY

- ONE YEAR Stock Records
- ONE YEAR Production Analysis
- ONE YEAR Inventory Control

General Information

College Expenses

Tuition and Fees

Freshmen — The charge for tuition for all freshmen is \$125 per ten-week term.

Upperclassmen — The charge for tuition for all upperclassmen is \$150 per ten-week term and \$75 per five-week summer term.

All students, both freshmen and upperclassmen, pay an annual University Activities Fee of \$25. This is payable with the first payment of tuition each year.

Schedule of Tuition and Fee Payments, 1947-1948

FOR FRESHMEN

DIVISION A	Tuition and Fees	DIVISION B
September 4, 1947.....	\$150.....	November 13, 1947
November 17, 1947.....	125.....	January 26, 1948
January 26, 1948.....	125.....	April 5, 1948

FOR UPPERCLASSMEN (Co-operative Plan)

DIVISION A	Tuition and Fees	DIVISION B
September 8, 1947.....	\$175.....	November 17, 1947
January 26, 1948.....	150.....	April 5, 1948
August 9, 1948.....	75.....	June 14, 1948

FOR UPPERCLASSMEN (Full-time Plan)

	Tuition and Fees*
September 8, 1947.....	\$175
November 17, 1947.....	150
January 26, 1948.....	150

*These payments cover three ten-week terms of instruction. Students who elect to continue for a fourth term pay an additional \$150 on April 5, 1948.

University Activities Fee

All students are charged each college year a University Activities Fee of \$25 which is used for the operation of an extracurricular University program so designed as to meet in the best possible manner the recreational, health, social and cultural needs of the students. This fee supports such activities as dramatics, musical clubs, the Student Union, intramural games and sports, and intercollegiate athletics; includes membership in the Northeastern University Athletic Association and subscription to the *Northeastern News*, the college newspaper. Seniors receive a copy of the yearbook called the *Cauldron*, which is financed in part under this fee.

The University Activities Fee also covers the services of the college physician for emergency attention and general medical advice. Minor ailments are treated by the college health officers without additional charge. Any student who shows signs of more serious illness is immediately advised to consult a specialist or return home in order to receive further treatment.

Chemical Laboratory Deposit

(Applied only to students taking chemistry and chemical engineering laboratory work.)

Freshmen taking chemistry make a Chemical Laboratory deposit of fifteen dollars (\$15) at the beginning of the year from which deductions are made for breakage, chemicals, and destruction of apparatus in the laboratory.

All upperclassmen taking chemistry or chemical engineering laboratory work are required to make a deposit of ten dollars (\$10) at the beginning of the first term and ten dollars (\$10) again at the beginning of the second term in any upperclass year.

Any unused portion of this deposit will be returned to the student at the end of the college year. If the charge for such breakage, chemicals, or destruction of apparatus is more than the sum deposited, the student will be charged the additional amount.

Deferred Payment Fee

There will be a \$2.00 deferred payment fee added to all bills which are not paid by the Saturday following the date on which payments fall due. When further extensions of time are given on payments which have been previously deferred, an additional \$2.00 fee may be charged for each extension.

Failure to make the required payments on time, or to arrange for such payments, is considered sufficient cause to bar the student from classes or suspend him from co-operative work until the matter has been adjusted with the Registrar.

Late Registration Fee

A fee of \$5.00 will be charged for failure to register in accordance with prescribed regulations on the dates specified in the college registration bulletins.

Graduation Fee

A fee of ten dollars (\$10) covering graduation is required by the University of all candidates for a degree. This fee must be paid before the end of the seventh week of the second term in the senior year.

Payments

All payments should be made at the comptroller's office which is located on the first floor of Richards Hall. Checks should be made payable to Northeastern University.

Refunds

The University provides all instruction and accommodations on an academic term basis; therefore, *no refunds are granted except in cases where students are compelled to withdraw on account of personal illness or to enter the armed forces of the nation.*

Expenses

The following tables, compiled from expense returns submitted by the student body, give an idea of freshman expenditures under ordinary conditions.

Estimated College Expenses for a Freshman

Application Fee.....	\$ 5.00
Tuition and Fees.....	400.00
Chemical Laboratory Deposit.....	15.00
Books and Supplies.....	40.00
	\$460.00

(Engineering students should add approximately \$30 for drawing instruments and equipment.)

Estimated Living Expenses Per Week for a Freshman Residing Away from Home

Room Rent.....	\$ 4.00- 6.00
Board.....	9.00-11.00
Laundry.....	2.00
Incidentals.....	2.00
	\$17.00-21.00

The figures given above are approximate and may not exactly apply to any one student; however, they will be found to represent fairly well the expense of a freshman who lives comfortably but without extravagance.

Policy on Changes of Program

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

The University further reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

Any changes which may be made from time to time pursuant to the above policy shall be applicable to all students in the school, college, or department concerned, including former students who may re-enroll.

Textbooks and Supplies

The Northeastern University Bookstore, located in the basement of Richards Hall, is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore.

All students may purchase Day College textbooks which are for their own use at a ten per cent discount. The ten per cent discount will not apply on equipment, supplies, or novelties. It is the policy of the Bookstore, however, to stock these materials and to sell them at the lowest possible prices.

Part-Time Work

Students who find it necessary to accept part-time jobs while attending college may obtain such work through the Director of Co-operative Work.

Students are not justified in assuming that the University will take care of their expenses or guarantee to supply them with work sufficient to meet all their needs.

A student should have available a reserve fund adequate to provide for immediate needs and unexpected contingencies. This should ordinarily amount to at least the first year's tuition plus books and supplies, room rent, and board for several weeks or a total of about \$600.

Grades and Examinations

Examinations

Examinations covering the work of the term are usually held at the close of each term. Exceptions may be made in certain courses where, in the opinion of the instructor, examinations are not necessary.

Condition Examinations

Condition examinations are usually given on the Saturday of the eighth week in each college term. The charge is three dollars (\$3.00) for each condition examination. No student may take more than two condition examinations in any one term.

A student must petition to take a condition examination at least two weeks in advance of the date the examination is to be given.

The responsibility for the removal of a condition rests with the student, who is required to ascertain when and how the condition can be removed.

Senior Condition Examinations

Condition examinations in first term senior courses will be offered during the second term senior examination period. No student will be allowed more than one such condition examination.

No condition examinations in second term senior courses are offered at the end of the second term. This means that a failure in a second term senior course cannot be made up before Commencement.

Grades

A student's grade is officially recorded by letters, as follows:

- A superior attainment
- B above average attainment
- C average attainment
- D lowest passing grade, poor attainment (the faculty will accept only a limited amount of grade D work toward the Bachelor's degree)
- F failure, removable by condition examination
- FF complete failure, course must be repeated in class
- I incomplete, used for intermediate grades only to signify that the student has not had time to make up work lost through excusable enforced absence from class
- L used in all cases of the removal of a failure by condition examination or by attendance at summer term.

A student who does not remove a condition before that course is again scheduled, a year later, must repeat the course. A condition in more than one subject may involve the loss of assignment to co-operative work.

The responsibility for the removal of a condition rests with the student who is required to ascertain when and how the condition can be removed.

Dean's List

A Dean's List, issued at the end of each term, contains the names of upperclass students who have an honor grade average in all subjects during the preceding period. Freshmen who achieve high scholastic standing are included on a Freshman Honor List, which is published at the end of each grading period. No student under disciplinary restrictions is eligible for either of the honor lists.

Reports on Scholastic Standing

Freshman reports are issued at the end of each grading period; upperclass reports, at the end of each term. Questions relative to grades are to be discussed with the student's faculty adviser.

Students are constantly encouraged to maintain an acceptable quality of college work. Parents and students are always welcomed by the college officers and faculty advisers for conference upon such matters.

Parents or guardians will be notified whenever students are advised or required to withdraw from the University.

General Conduct

Conduct

It is assumed that students come to the University for a serious purpose and that they will cheerfully conform to such regulations as may from time to time be made. In case of injury to any building or to any of the furniture, apparatus, or other property of the University, the damage will be charged to the student or students known to be immediately concerned; but if the persons who caused the damage are unknown, the cost for repairs may be assessed equally upon all the students of the University.

Students are expected to observe the accepted rules of decorum, to obey the regulations of the University, and to pay due respect to its officers. Conduct inconsistent with the general good order of the University or persistent neglect of work may be followed by dismissal; if the offense be a less serious one, the student may be placed upon probation. The student so placed upon probation may be dismissed if guilty of any further offense.

It is desired to administer the discipline of the University so as to maintain a high standard of integrity and a scrupulous regard for truth. The attempt of any student to present any work which he or she has not performed, or to pass any examination by improper means, is regarded as a most serious offense and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is also held to be a grave breach of discipline.

Scholastic Year for Seniors

Seniors of either division who are candidates for a degree in the current year must have completed all academic work, class assignments, theses, regular and special examinations, before twelve o'clock noon of the Saturday next following the close of recitations for seniors.

Attendance

Students are expected to attend all exercises in the subjects they are studying unless excused in advance. Exercises are held and students are expected to devote themselves to the work of the University between 9:00 A.M. and 5:00 P.M., except for a lunch period, on every weekday and from 9:00 A.M. to 1:00 P.M. on Saturday.

No cuts are allowed. A careful record of each student's attendance upon class exercises is kept. Absence from regularly scheduled exercises in any subject will seriously affect the standing of the student. It may cause the removal of the subject or subjects from a schedule.

Laboratory work can be made up only when it is possible to do so during hours of regularly scheduled instruction.

Absences from exercises immediately preceding or following a recess are especially serious and entail severe penalties.

Attendance at all mass meetings of the student body is compulsory. Exceptions to this rule are made only when the student has received permission from the Director of Student Activities previous to the meeting from which absence is desired.

Student Housing

Housing Regulations

The University endeavors to exercise due consideration and care for the student's welfare while he or she is in residence. This necessitates the adoption of the rules and regulations presented herewith.

1. Assignments will be made when the student registers.
2. Students may inspect rooms before accepting an assignment; after reaching a decision students must notify the office of the Registrar, 254R.
3. Students who accept room assignments must retain them for the period of their residence, unless given permission by the Registrar to change.
4. Students are not permitted to live in unsupervised quarters. Under no conditions are groups of students permitted to lease apartments.
5. Students are not permitted to engage rooms without the prior approval of the University. Those violating this rule will be required to give up such rooms immediately and will be assigned by the University to approved quarters.
6. Violation of any of the above rules is considered a breach of discipline and will be dealt with accordingly.

Dormitories

At present the University does not maintain dormitories and cannot guarantee housing accommodations to students who live away from home. Provision, however, is made to help students secure rooms in the vicinity. Many freshmen prefer to take room and board at the fraternity houses, which are all supervised by the University through faculty advisers. For information relative to such housing write the Director of Admissions.

Rooms in the dormitory of the Huntington Avenue Branch of the Boston Y.M.C.A. may be secured only through the Housing Department of the Y.M.C.A. The applicant must present himself in person to a representative of the Department before assignment will be made.

Applicants desiring to room in the Association dormitory are advised to write the Housing Department of the Huntington Avenue Branch, 316 Huntington Avenue, Boston, Massachusetts.

Veterans at Northeastern University

Northeastern University is offering full co-operation in the educational program for veterans and all its resources have been made available for this purpose. Veterans who attend Northeastern are not segre-

gated from the rest of the student body nor in any way treated as a special group. This applies equally to veterans whose college expenses are being met by the Government with the natural exception that administrative details vary for this group.

All veterans are given every possible consideration in the readjustments they are experiencing in their return to normal civilian life. Returning veterans are welcome as individuals and their programs determined on the basis of previous educational background, experience, and employment objective. All University programs are open to qualified veterans. Returning servicemen are also urged to take part in all sports, class and extracurricular activities in order that they may participate in the full range of a normal well-rounded university life.

The Department of Admissions determines each applicant's potentialities for profiting from higher education. Once a veteran has been admitted to the University his progress is watched and aided by the regular University advisory system. In addition, the University has established a Veterans' Counseling Center which handles all relations between matriculated veterans and the Veterans Administration. The Center is also prepared to supplement the regular advisory system by providing for extra counseling service for all veterans who wish to avail themselves of it. Through testing and guidance, the Center helps veterans to uncover and develop their aptitudes and interests both educational and vocational.

Freshman Counseling

Freshman Orientation Period

In order that freshmen may be ready to pursue their academic work with greater composure and be somewhat acclimated before the beginning of scholastic work, three or four days prior to the first term are devoted to a freshman orientation period. During this time freshmen are advised as to choice of program, and assisted in every way possible in order that they may be prepared to begin serious study and work on the first day of the college term. All freshmen are required to attend all exercises at the University scheduled during the orientation period.

Physical Examination

All freshmen receive a thorough physical examination at the University during the orientation period. All students are expected to report promptly at the appointed time for examination. Those who fail to appear at the appointed time will be charged a special examination fee of two dollars (\$2.00).

Freshman Counselors

At the time of matriculation each freshman is assigned to a personal adviser, a member of the faculty, who serves as an interested and friendly counselor during the perplexing period of transition from school to college. A personal record card is prepared for each student, containing certain pertinent data from the preparatory school record, the report of the physical examination at Northeastern, scores on psychological tests, the results of placement examinations, and any special notes which may be of significance in counseling work. The aim of the freshman advisory system is primarily to assist students in making an effective start upon their programs and secondarily to acquire for the later use of guidance officers a fund of significant information relative to every freshman. Counseling is under the direction of the Dean of Students, assisted by a clinical psychologist, who handles the diagnosis and remedial treatment of difficult problem cases. Direct counseling of women students is under the supervision of a woman member of the staff with the title, Adviser for Women Students.

Individual Attention to Freshmen

Not only is attention given to the scholastic problems of the student, but also to personal problems in which advice is needed and desired. The aim is to guide the student to the fullest possible personal development.

The college records of all students are carefully analyzed in the light of what may reasonably be expected from them in view of their previous school record, their scores on psychological tests, and all other factors in their situations. If they are not doing their best work, investigations are made to determine and eliminate the causes. If they are doing as well as could be expected, or better, they are encouraged to continue their efforts. In other words, each student is held to the best work possible, through advice, encouragement, and assistance.

Scholarships, Prizes and Awards

Trustee Scholarships

Established in 1928 by the Board of Trustees of Northeastern University. Each year the University grants in the three Day Colleges twenty-five full tuition scholarships to entering freshmen who have demonstrated throughout their preparatory or high school course superior scholastic attainment. For additional information relative to these scholarships communicate with the Director of Admissions.

Charles Hayden Memorial Scholarships at Northeastern University

Established in 1939 through the generosity of the Charles Hayden Foundation and subject to annual renewal. The Foundation, created by the will of the late Charles Hayden, an alumnus of the Boston English High School, offers annually a sum of money to be distributed as memorial scholarships at Northeastern University. The scholarships are awarded to "deserving boys" whose parents are unable to finance the entire cost of their education. To be eligible for consideration a student must have graduated from the English High School or from one of the following high schools in Boston and its metropolitan area: Arlington, Belmont, Boston (Brighton, Charlestown, Commerce, Dorchester, East Boston, English, Hyde Park, Jamaica Plain, Mechanic Arts, Public Latin, Roslindale, Roxbury Memorial, South Boston), Braintree, Brookline, Cambridge (High and Latin, Rindge Technical), Canton, Chelsea, Dedham, Everett, Lexington, Malden, Medford, Melrose, Milton, Needham, Newton, North Quincy, Quincy, Revere, Somerville, Stoneham, Wakefield, Waltham, Watertown, Wellesley, Weston, Weymouth, Winchester, Winthrop. Each recipient of a Charles Hayden Memorial Scholarship is presented a properly endorsed certificate and is eligible for membership in the Charles Hayden Scholars Club of the University. Full particulars concerning these awards may be obtained from the Director of Admissions of Northeastern University.

Dean's List Scholarships

Established in 1929. Annually at the Dean's List Dinner three scholarships of one hundred dollars each, known as the Dean's List Scholarships, are presented to the students with the outstanding records in the sophomore, middler, and junior classes. These scholarships are applicable to the recipients' tuition the first term of the following year.

President's Letter

Established in 1929. At the time of the award of the Dean's List Scholarships a President's Letter is presented to the senior student who leads the seniors in the Day Colleges in scholastic achievement. The letter is a congratulatory one from the President of the University and is a coveted prize.

Sears B. Condit Honor Awards

Established in 1940 through the generosity of Sears B. Condit. In the fall of the year at a University convocation Sears B. Condit Honor Awards, not less than ten in number, are awarded to outstanding students in the upper three classes of the College of Liberal Arts, the College of Business Administration, and the College of Engineering. Students who have received the Dean's List Scholarships are not eligible for one of these Honor Awards. Each award carries a stipend of not less than fifty dollars as well as a certificate of achievement.

Boston Society of Civil Engineers Scholarship in Memory of Desmond FitzGerald

Established in 1931 by the Boston Society of Civil Engineers in memory of Desmond FitzGerald, a former president of the Society and an eminent hydraulic engineer with a distinguished record of service. The scholarship is subject to annual renewal. It has been awarded annually since 1931 to an outstanding Northeastern University senior or junior student in the Department of Civil Engineering of the College of Engineering. The presentation is made by the President of the Boston Society of Civil Engineers at a College of Engineering convocation in the spring of the year.

Tau Beta Pi Award

Massachusetts Epsilon Chapter of Tau Beta Pi Association, national honorary society in engineering, offers annually a scholarship of one hundred dollars to the freshman in the college who has, during the previous year, made the highest scholastic record.

The Sigma Society Award

Established in 1930. The Sigma Society, the honor society of the College of Business Administration, offers annually a scholarship of one hundred dollars to the freshman in the college who has, during the previous year, made the highest scholastic record.

The Academy Award

Established in 1938. The Academy, the honor society of the College of Liberal Arts, offers annually a scholarship of one hundred dollars to the freshman in the college who has, during the previous year, made the highest scholastic record.

Omega Sigma Award

Established in 1944. The Omega Sigma Society, composed of women students at Northeastern University, offers annually a scholarship of one hundred dollars to the woman student who, by high scholastic attainment and by demonstration of the quality of leadership, has proven herself the outstanding woman student of the year.

Henry B. Alvord Memorial Scholarship in Civil Engineering

Established in 1940 in memory of the late Henry B. Alvord, Professor of Civil Engineering and Chairman of the Department for eighteen years. The award is made annually to a student graduating from an accredited secondary school who has demonstrated superior academic ability and gives promise of succeeding in civil engineering. The grant of two hundred and fifty dollars is made only to an entering freshman who is qualified for and plans to study civil engineering.

William J. Alcott Memorial Award

Established in 1934 by members of the faculty and other friends to perpetuate the memory of William Jefferson Alcott, Jr., a brilliant member of the Department of Mathematics in Northeastern University from 1924 until his death in 1933. The award is offered annually in the form of a prize purchased with the income of the fund for outstanding scholastic achievement during the preceding year, either in a particular field of interest or for a superior academic record.

Public Speaking Contest

Established in 1922. Each spring the University conducts a Public Speaking Contest for which all students in the Day Colleges are eligible. Prizes of forty, thirty, twenty, and ten dollars respectively are awarded to the four winning speakers in a contest before the upperclass student body assembled in a general mass meeting. Speeches are original in nature and about ten minutes in length. The judges base their decision on appropriateness of subject, content, and delivery. Preliminary contests are held during the winter in each division.

The Alumni Association

The Alumni of the Day Colleges are organized to promote the welfare of Northeastern University, to establish a mutually beneficial relationship between the University and its alumni, and to perpetuate the spirit of fellowship among members of the Alumni Association.

The work of the General Alumni Association is supplemented by the activities of regional alumni clubs located throughout the East and Middle West. The local clubs meet periodically in their respective centers to discuss matters pertaining to the University and its alumni. Meetings are also held in conjunction with the visits of Northeastern's athletic teams to the various club centers.

The Association sponsors the Alumni Fund, through which the University receives an annual gift to assist in the development of the University. A number of committees of the Alumni Association perform valuable services to the University such as assisting in the work of the Placement, Admissions, and Student Activities departments.

Two large social functions are sponsored each year, the Fall Homecoming Day and the Annual Alumni Day held in conjunction with the June Commencement. Reunions of various classes are also conducted in June.

The Alumni Association of the Day Colleges is a member of the Alumni Federation, the All-University Alumni organization including the Alumni Association of the School of Business and the School of Law.

Officers

President

RAYMOND W. JAMES, '32

Secretary

EDWARD V. KIRKLAND, '35

Vice-President

DOUGLASS F. TULLOCH, '24

Treasurer

JOHN E. VADALA, '31

Executive Committee

RICHARD B. BROWN, '22

JOHN W. LABELLE, '32

BERNARD H. CAPEN, '20

FREDERICK S. BACON, JR., '36

HOWARD C. COOKINGHAM, '34

C. FREDERICK HEDLUND, '25

Director of Alumni Relations

RUDOLF O. OBERG, '26

Assistant Director

J. RICHARD BROWN, '48

Class Representatives

1917 — PERRY F. ZWISLER

1919 — JAMES A. KNOWLTON

1920 — W. ARNOLD SCHALLER

1921 — J. MARTIN BROWN

1922 — FRANK L. FLOOD

1923 — ALTON L. DOUGLAS

1924 — ARTHUR W. FERGUSON

1925 — WILBERT H. CONNOR

1926 — CARL S. WOLFERUM

1927 — WARNER C. DANFORTH

1928 — EARL R. GRANT

1929 — THOMAS A. PINKHAM

1930 — ROBERT F. WALKER

1931 — HARRY GILL

1932 — LEONARD F. COLPITTS

1934 — NOBLE L. DAVIS

1935 — ALAN M. NORLING

1936 — FRANK H. CLARK

1937 — JOSEPH M. CHRUSZ

1938 — RAY F. HENDERSON

1939 — GUSTAV ROOK

1940 — CALVIN S. CRONAN

1941 — CHARLES W. BARBOUR

1942 — WILLIAM W. ROBINSON

1943 — RICHARD M. HATCH, JR.

1944 — CALVIN A. KING

1945 — SIDNEY AUSTIN

1946 — RODERIC W. SOMMERS

1947 — RICHARD W. GREENWOOD

1948 — FRANCIS J. MASTROPIERI

NORTHEASTERN UNIVERSITY

COLLEGE OF LIBERAL ARTS

Admission Requirements and Courses of Study

1947-1948



(CO-EDUCATIONAL)

BOSTON 15, MASSACHUSETTS
JANUARY, 1947

THE COLLEGE OF LIBERAL ARTS

Aims

IN PROVIDING the means to a modern liberal education the College of Liberal Arts of Northeastern University has a threefold objective: first, the development of intellectual capability; second, the development of a well-rounded personality; and third, preparation for a vocation.

Intellectual capability rests upon the foundation of a sound general education. Through the required and elective courses of all curricula, students are guided toward a mastery of the leading ideas, significant facts, and the habits of thought and methods of work in the areas of language, natural science, social science, and the humanities. With this training the student will better understand the world and society in which he lives, appreciate more fully the basic values upon which civilization and culture rest, and perceive and accept his responsibilities as an active participant in social groups—the family, the community, the nation and the world. At the same time the student is aided in the development of a resourceful and independent mind, the ability to use as well as to accumulate knowledge, and the awareness of his mental strengths and weaknesses.

The College of Liberal Arts endeavors to aid each student in attaining the goal of an emotionally balanced, well-rounded personality. Through its academic, extracurricular, and co-operative work programs, students are provided experiences which will be conducive to the development of strength of character and a sense of personal responsibility—including such personal qualities as self-reliance, integrity, perseverance, and the ability to work with others.

Since liberal arts colleges were originally established for the purpose of training for certain professions, the College of Liberal Arts holds that there is no inconsistency between a truly liberal education and preparation for a vocation. Today it is widely accepted that a liberal education must prepare both for the art of living and the obtaining of a living. Through its academic program coupled with co-operative work experience the College of Liberal Arts aims at providing young men and women with a sound training either for further graduate study or for immediate entrance upon graduation into some vocation.

Methods

To enable each student to plan a college program in keeping with his own interests and aptitudes, a wide range of electives is offered. This does not mean that students are free to elect courses indiscriminately, for if they are to obtain a liberal education they must have training in several basic fields. Therefore, a definite series of basic courses in each curriculum is required by the faculty. These required courses are largely concentrated in the first two years of the curriculum.

Through a comprehensive guidance program students are directed in their selection of courses so that they obtain the proper preparation for their intended vocations. Specialization in a major field is emphasized during the latter part of the curriculum and is facilitated by the opportunity for electing certain courses in the College of Engineering and the College of Business Administration.

Through the Northeastern plan of co-operative education for upper-classmen, the student makes early contact with actual working conditions and profits by the wholesome experience of earning at least part of the money to defray college expenses. Viewed as a whole, then, the college years surround the student not with an artificial atmosphere of cloistered scholarship but with an environment very close to that which he or she will enter after graduation, and thus tend to make for more ready employment, an essential element of vocational competence.

Evening Courses

In order to provide employed men and women with opportunities in liberal arts education, a number of the regular courses are offered during the evening. These courses are designed for three groups of young men and women who are secondary school graduates and qualified for entrance to the college: (1) those who wish to prepare for admission to the School of Law, (2) those who wish to pursue a cultural program leading to the title of Associate in Arts, (3) those who do not wish to follow a specific program but desire to take courses to improve their cultural background.

The evening courses are arranged in a three-year program which meets one-half the semester hour requirement for the A.B. or S.B. degree and leads to the degree of Associate in Arts.

Preparation for a Career

The curricula in the College of Liberal Arts afford not only a broad cultural training but also the necessary foundation for a wide range of vocations for both young men and young women. Some of the career opportunities open to the graduates of the College of Liberal Arts together with the academic programs needed are indicated below and in the pages which follow.

Business—The value of a liberal arts preparation for a business career is clearly shown by the fact that a very large proportion of all graduates of liberal arts colleges enter business. Within recent years there has arisen an increasing demand for liberal arts graduates by the largest and most progressive corporations in the country. For their training programs in manufacturing, merchandising, selling, and other fields many companies are seeking adaptable young men and women with the breadth of background of a liberal arts education.

Students planning either to go to a graduate school of business administration or to enter business directly upon graduation should major in economics and should elect courses in English, government and psychology. A limited number of specialized courses in the College of Business Administration such as advertising, business law, finance, industrial management, insurance, investments, marketing, and merchandising may be taken by students who have had the necessary prerequisites.

Biological Sciences—Students who major in biology can arrange programs which will lay the foundation for the following careers: teaching, dentistry, medicine (see premedical curriculum), veterinary medicine, public health, sanitation and laboratory methods; research in biology with universities, private research institutions, and governmental agencies under state and federal control; agriculture; and professional work in zoology and its applied fields such as fisheries, animal husbandry, and biological survey, etc. Graduate study is essential for most of these careers.

Chemistry—Chemistry is rapidly approaching the status of a profession as shown by the recent action of the American Chemical Society in laying down specifications for approved undergraduate training in chemistry. Students who choose a chemistry major at Northeastern, a program accredited by the American Chemical Society, will be prepared upon graduation to become junior chemists in industrial, commercial, or governmental chemistry laboratories. The same program provides a thorough foundation for graduate study in chemistry.

Dentistry—The minimum requirement for admission to dental schools is two years of preliminary study in an approved college. Since the requirements of individual dental schools vary, students should familiarize themselves with the specific requirements of the schools in which they

are interested. For most dental schools a candidate for admission must offer at least one year of work in English, physics, and biology, and one and one-half years of work in chemistry including organic chemistry.

Predental students at Northeastern will be able to meet these requirements by taking the two-year predental program.

Government Service—Government service is a very comprehensive term since the numerous activities of modern government require all types of trained workers. For more and more of these positions a college education is essential as shown by the fact that only college graduates are eligible to take many civil service examinations today. Recently the United States Civil Service Commission has inaugurated examinations for graduating seniors as Junior Professional Assistants in such fields as biology, business analysis, economics, editing, examinations (for majors in psychology), fiscal analysis, mathematics, physics, social work, and statistics.

The distinctive governmental career field is that of public administration since the need for college trained personnel in administrative governmental posts of all types, political or nonpolitical, is being increasingly recognized. While graduate training is desirable, an undergraduate program with a major in history-government and a minor in economics will provide the necessary foundation for a career in government service at home or abroad.

Journalism—Many of the nation's leading editors now advise students preparing for a career in journalism to obtain a broad liberal arts education rather than to concentrate on specific training in the routines of journalism in their undergraduate programs. It should be observed that opportunities in journalism today are not restricted to the urban or rural newspaper fields. Publishing houses, trade journals, house organs, advertising departments and agencies, and the various types of public relations work need college graduates with the same basic training.

Students who desire to enter journalism should choose the English-journalism major with a minor in economics, history, or government. They may elect courses in advertising in the College of Business Administration.

Law—Effective September 1, 1938, by a ruling of the Supreme Judicial Court of Massachusetts, in order to be eligible for admission to the bar an applicant must have completed certain general educational requirements before beginning a legal education. Briefly, this general education must comprise graduation from a four-year high school and the completion of not less than half of the work accepted for the Bachelor's degree in a college approved by the Board of Bar Examiners.

The College of Liberal Arts offers two programs of prelegal study designed to meet the above requirements. One of these programs is specifically adapted to the needs of full-time day students. This program enables the student to meet one-half the requirements for the Bachelor's degree in two years of full-time study. It provides the basic background

in English, economics, government, and history recommended for the prospective student of law.

The other prelegal program is designed to meet the needs of employed men and women. It is provided by offering a number of the regular courses during the evening and requires three years for completion.

Law—Liberal Arts (Combined Program)—The combined curriculum in the College of Liberal Arts and the School of Law enables students to reduce by one year the time ordinarily required for obtaining the A.B. or S.B. and the LL.B. degree. Students who have completed before entering the School of Law a total of 168 credit hours of academic work of which at least 112 must have been earned in the Northeastern University College of Liberal Arts, and who have fulfilled all other graduation requirements, will receive the A.B. or S.B. degree upon the satisfactory completion of the full first year program in the Day Division of the School of Law. Students who enter the Evening Division of the School of Law will be eligible for the first degree upon satisfactory completion of the full equivalent of the first year of the day Law School program.

In both instances the first degree will be conferred at the next Commencement following determination of eligibility for the first degree.

Library Work—Professional training for library work now demands at least one year of graduate study in a library school following a broad undergraduate foundation in liberal arts. While a major in English is usually advised, many opportunities are available for those who have concentrated in other fields.

Medicine—In order to be eligible for admission to a medical school according to the Committee on Education of the American Medical Association, a candidate must have attended an approved college and have included certain specific work in his program. The minimum course requirements include year courses in each of the following fields: English, inorganic chemistry, organic chemistry, physics, and a foreign language. Since some medical schools impose additional requirements, premedical students should obtain full information from the medical school of their choice about the courses which must be offered for admission.

The premedical curriculum listed on page 76 will enable students to meet all the above standard requirements. The electives make it possible to obtain any particular additional courses required by some medical schools.

Students are cautioned that the successful completion of the required premedical program by no means ensures admission to a medical school. Since most medical schools have far more applicants than they can admit, standards of selection are most rigorous and take into consideration not only the quality of the applicant's academic record and instructor's recommendations but also his or her medical-aptitude test score and the results of a personal interview.

Ministry—Preparation for the ministry today requires a theological school training following graduation from an approved college of liberal

arts. The American Association of Theological Schools states that the appropriate foundation for a minister's later professional studies lies in a broad and comprehensive college education and that the normal place for a minister's professional study is the theological school. Recommended fields of study include English, economics, education, government, history, foreign languages, one of the natural sciences, philosophy, psychology, and sociology.

While students who major in English, economics, psychology, or sociology will be able to arrange programs meeting the above recommendations, it is urged that preministerial students obtain counsel from the dean of the theological school of their choice since some schools have further specific requirements.

Physics—As a result of the rapid developments in physics in recent years, there are increasing opportunities in applied physics on the technical staffs and in the research laboratories of the electrical, radio, optical, and other industries for the liberal arts graduate who has majored in physics. Graduate study is necessary for those who plan on research in pure physics.

Psychology—There is an increasing demand for persons trained in psychology in a wide range of occupational fields. In the field of education the demand is expanding for school psychologists at the grade school level and for guidance workers and vocational counselors at the junior and senior high school level.

In the field of business and industry increasing numbers of psychologists are being employed in marketing research, in advertising, and in personnel departments. In state and federal governmental agencies clinical psychologists are employed in hospitals for the mentally ill, in child guidance clinics, in employment offices, and as research workers on problems relating to cultural relations with other countries, to propaganda, and to education.

A large number of these positions require that the applicant have at least one year of graduate work and not a few require that he or she have a Ph.D. degree. For many others, however, college graduates with a major in psychology begin an internship with the firm or agency which employs them and then continue after this internship in a regular full-time position.

Social Service—Students who major in sociology lay the undergraduate foundation for numerous phases of work with either private or public agencies in the social service field, such as social case work, family welfare, child welfare, probation and parole, juvenile court, and settlement work, and relief administration. At least one year of graduate study in a school of social work is essential for those who desire full professional status.

Statistical Work—The growing emphasis upon statistics in business, education, social service, and government has opened a new career field for

the student who majors in mathematics and obtains preparation in statistics. Similar training is necessary for students who wish to enter the actuarial field.

Teaching (Secondary School)—While a major in education is not offered in the College of Liberal Arts, a minor in this field is available which meets the recommended preparation of the Department of Education of the Commonwealth of Massachusetts for teachers in secondary schools. Students from other states should familiarize themselves with the requirements of their own state as these requirements are constantly being increased.

Most small secondary schools, in which the graduate must begin, expect teachers to be able to teach at least two, and often three, subjects. Consequently programs should provide for the common combinations of related subjects. A major should be selected from the following fields: biology, chemistry, English, history-government, modern languages, or mathematics-physics.

Students who desire to become teacher-coaches may minor in physical education, provided they elect the required courses in education.

Teaching (College)—Students who plan to enter the college teaching profession will find that each of the major programs affords an excellent preparation for graduate study in the leading universities of the country. Since graduate schools usually require a reading knowledge of French or German, frequently both, students should elect adequate work in these languages. Seminar courses and thesis work are strongly recommended for their training in research techniques.

Admission Requirements

Applicants for admission to the freshman class must qualify by *one* of the following methods:

1. Graduation from an approved course of study in an accredited secondary school, including prescribed subjects listed below.
2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Department of Admissions.
3. Examinations.

Applicants whose secondary school records are satisfactory are not required to take entrance examinations in high school subjects, but all candidates for the freshman class are asked to come to Northeastern University to take scholastic aptitude tests.

Prescribed Subjects for Admission

College of Liberal Arts

Fifteen units are required for admission and must include three units (four years) in English and at least six units in foreign languages, mathematics, science, or social studies except that students planning to major in mathematics or science must present two units in algebra and one unit in plane geometry. The remaining units are elective from other secondary school subjects which are acceptable to the Committee on Admissions.

A unit is a credit given to an acceptable secondary school course which meets at least four times a week for periods of not less than forty minutes each throughout the school year.

The Department of Admissions reserves the right to require a candidate to be present for an examination in any subjects that it may deem necessary because of some weakness in the secondary school record.

Other Requirements

These formal requirements are necessary and desirable in that they tend to provide all entering students with a common ground upon which the first year of the college curriculum can be based. But academic credits alone are not an adequate indication of a student's ability to profit by a college education. Consequently, the Department of Admissions takes into consideration, along with the formal requirements, other factors regarding candidates for the freshman class. A student's interests and aptitudes in so far as they can be determined, capacity for hard work, attitude toward classmates and teachers in high school, physical stamina, and most important of all, character, are considered. In this way the University seeks to select for its student body those who not only meet the academic admission requirements but who also give promise of acquitting themselves creditably in the rigorous program of training afforded by the Co-operative Plan and of being useful members of society.

Personal Interview

A personal interview is always preferred to correspondence, and parents are urged to accompany the applicant whenever this is possible. Effective guidance depends in large measure upon a complete knowledge of a student's background and problems. Parents invariably are able to contribute information that aids the admissions officer in arriving at a decision.

Candidates should visit the Office of Admissions for personal interview if it is possible for them to do so before submitting their applications. Office hours are from 9:00 A.M. to 4:00 P.M. daily; Saturdays to 12:00 M. The Department of Admissions will interview applicants on Wednesday evenings but by appointment only.

Application for Admission

Each applicant for admission is required to fill out an application blank stating previous education, as well as the names of persons to whom reference may be made.

A fee of five dollars (\$5.00) is required when the application is filed. This fee is nonreturnable.

The last page of this catalog is in the form of an application blank. It should be filled out in ink and forwarded with the required five-dollar fee to Director of Admissions, Northeastern University, Boston 15, Massachusetts. Checks should be made out to Northeastern University.

Upon receipt of the application, properly filled out, the University secures the references and secondary school record. As soon as possible after the Committee on Admissions has reviewed the completed application, a report of the status with respect to admission will be sent to each candidate.

Early filing of applications is recommended.

The University reserves the right to place any entering student upon an indefinite trial period. Reclassification would be determined upon the academic success of the student.

Registration

Eligibility for admission does not constitute registration. Freshmen will register at the University on Thursday, September 4, 1947, and Thursday, November 13, 1947. Students are not considered to have met the requirements for admission until they have successfully passed the required physical examination.

Advanced Standing

Students transferring from approved colleges will be admitted to advanced standing provided their records warrant it. Whenever a person enters with advanced standing and later proves to have had inadequate preparation in any prerequisite subjects, the faculty reserves the right to require the student to make up such deficiencies.

Applicants seeking advanced standing should arrange to have transcripts of their previous college records forwarded with their initial

inquiry. Students admitted to advanced standing are not eligible for placement at co-operative work until they have completed a full year of academic work at the University.

Outline of Freshman Courses

The first year is a period of full-time study during which the student must demonstrate fitness for the program which has been elected. Students who are unsuccessful in the basic courses of the freshman year will not be permitted to continue with their advanced program, but will be advised to change their goal and type of training. In some instances this will mean change to another curriculum at Northeastern; in others, withdrawal from the institution. *The freshman courses are so arranged as to permit change of objective during or at the end of the first year with a minimum loss of time.*

Requirements for Graduation

Degrees

The College of Liberal Arts awards the Bachelor of Arts degree to qualified candidates who have majored in economics, English, history and government, modern languages, psychology, or sociology.

The Bachelor of Science degree is awarded to qualified candidates who have majored in biology, chemistry, mathematics and physics, or have taken the premedical curriculum.

Quantity Requirements

Candidates for either degree must have completed a minimum of 208 credit hours of work including 48 credit hours of work in a major field and 24 credit hours of work in a related minor field. Students who undertake co-operative work assignments must meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

No student transferring from another college or university is eligible to receive a degree until at least one year of academic work immediately preceding graduation has been completed at Northeastern.

Quality Requirement

Of the 208 credit hours required for a degree at least 135 credit hours must have been completed with a grade of C or better.

Specific Course Requirements

In addition to the prescribed courses in the candidate's major field as listed on pages 73 to 84, all students must have completed in required and elective courses a minimum of:

1. Fifteen credit hours in English.
2. Eighteen credit hours in modern language*. The elementary course in a language will not be accepted in fulfillment of this requirement unless followed by a second year in the same language.
3. Ten credit hours in a natural science.
4. Eighteen credit hours in the social sciences.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Graduate Study

Graduate work in biology, chemistry and physics is offered to properly qualified students desiring to undertake advanced study leading to the degree of Master of Science. Candidates for admission to this program must be high ranking students who have completed, or will have completed prior to admission to the graduate program, the requirements for the Bachelor of Science degree with major in biology, chemistry, or physics at an institution of recognized standing. At the present time the program is limited to teaching fellows at Northeastern University.

Requirements for the Master of Science Degree

Candidates for the degree of Master of Science in biology, chemistry, or physics must have completed satisfactorily 48 credit hours of study beyond that required for the Bachelor's degree. Of these, 32 credit hours (including thesis) must be graduate courses in the major field of biology, chemistry, or physics; the remaining 16 credits may be earned in a minor field.

The graduate courses are listed under the departments giving graduate work. The minor credits may be selected from graduate courses or from certain advanced undergraduate courses called "B" courses. (Graduate students must obtain a grade of B or better to receive credit for "B" courses.)

Candidates are also required to complete a satisfactory thesis as a partial requirement for the Master's degree. Theses must be completed in the field of major study and will be credited toward the major requirement. Theses must be completed at least four weeks in advance of the date on which the degree is to be awarded.

Finally, candidates are required to pass satisfactorily a comprehensive examination which may be written or oral at the discretion of the department concerned.

*This requirement may be satisfied by the passing of a language proficiency examination upon petition to the faculty.

Individual programs of study must have the approval of the Director of Graduate Study who also acts as registration officer for graduate students.

Curricular Requirements

The following fields of study are approved as major fields in the College of Liberal Arts: biology, chemistry, economics, English, English-Journalism, history and government, modern languages, mathematics and physics, psychology, and sociology. In addition, two-year programs are approved for pre dental and pre legal students.

Students may elect their minor fields after consultation with their faculty advisers. In addition to the major fields listed above, the following subjects are available as minors: education, French, German, philosophy, physical education, and Spanish.

The required courses in each curriculum are indicated on the following pages. Upon petition to the faculty, substitutions may be permitted in exceptional cases when required by the specific vocational objective of the student.

During the last year students in all curricula are required to attend a series of meetings designed to prepare them for placement in specific positions in their chosen vocational field. Under expert guidance each student prepares a complete personnel record, studies himself or herself and the opportunities that are open, and works out a complete campaign for obtaining after-graduation employment.

Curriculum in Biology (10)

FIRST YEAR

TERM 1					TERM 2					TERM 3				
No.	Course	Cl.	Lab.	Pr. Cr.	No.	Course	Cl.	Lab.	Pr. Cr.	No.	Course	Cl.	Lab.	Pr. Cr.
30-01	English	3	0	6 3	30-02	English	3	0	6 3	30-03	English	3	0	6 3
11-01	Gen. Chem.	3	3	6 4	11-02	Gen. Chem.	3	3	6 4	11-03	Gen. Chem.	3	3	6 4
14-21	Basic Math.	3	0	6 3	14-22	Basic Math.	3	0	6 3	14-23	Basic Math.	3	0	6 3
10-01	Gen. Zool.	2	3	4 3	10-02	Gen. Zool.	2	3	4 3	10-03	Gen. Bot.	2	3	4 3
	Mod. Lang.					Mod. Lang.					Mod. Lang.			
	Elective	3	0	6 3		Elective	3	0	6 3		Elective	3	0	6 3
16-01	Hygiene	1	0	2 1	16-02	Hygiene	1	0	2 1					
16-10	Phys. Tr.	0	2	0	16-11	Phys. Tr.	0	2	0	16-12	Phys. Tr.	0	2	0
		15	8	30 17			15	8	30 17			14	8	28 16

SECOND YEAR

TERM 4*						TERM 5						TERM 6					
10-04	Gen. Bot.	3	3	6	2	10-55	Vert. Zool.	2	6	4	4	10-56	Vert. Zool.	2	6	4	4
11-04	Gen. Chem.	3	3	6	2	25-01	Int. Psych.	4	0	8	4	25-02	Gen. Psych.	4	0	8	4
15-11	Gen. Phys.	6	0	12	3	15-12	Gen. Phys.	3	3	9	5	15-13	Gen. Phys.	3	3	9	5
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
		15	6	30	8½			13	9	29	17			13	9	29	17

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	10-57 Inv. Zool.	2	6	4	4	10-58 Inv. Zool.	2	6	4	4
Elective	8	0	16	4	10-40 Anim. Phys.	4	0	8	4	10-41 Anim. Phys.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		14	6	28	16		14	6	28	16

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	10-59 An. Histol.	2	6	4	4	10-60 An. Histol.	2	6	4	4
Elective	8	0	16	4	10-61 Vert. Embry.	2	6	4	4	10-62 Vert. Embry.	2	6	4	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		12	12	24	16		12	12	24	16

FIFTH YEAR

TERM 13*					TERM 14					TERM 15						
Elective	8	0	16	4	10-63	Gen. Para.	2	6	4	4	10-64	Gen. Para.	2	6	4	4
Elective	8	0	16	4	10-65	or Genetics	4	0	8	4	10-66	or Genetics	4	0	8	4
					10-20	Gen. Bact. or	2	6	4	4	10-21	Gen. Bact. or	2	6	4	4
					10-67	Mam. Anat.	1	8	3	4	10-68	Mam. Anat.	1	8	3	4
						Elective	4	0	8	4		Elective	4	0	8	4
						Elective	4	0	8	4		Elective	4	0	8	4

*Summer term — 5 weeks.

Curriculum in Chemistry (11)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
11-01	Gen. Chem.	3	3	6	4	11-02	Gen. Chem.	3	3	6	4	11-03	Gen. Chem.	3	3	6	4
14-01	Coll. Alg.	5	0	7	4	14-02	Trig.	5	0	7	4	14-03	Anal. Geom.	5	0	10	5
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3	15-03	Physics	3	0	6	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		18	5	33	18			18	5	33	18			17	5	34	18

SECOND YEAR

TERM 4*						TERM 5						TERM 6					
11-04	Gen. Chem.	3	3	6	2	11-11	Qual. Anal.	3	10	5	6	11-12	Quant. Anal.	4	6	8	6
14-04	Int. to Calc.	5	0	10	2½	14-05	Diff. Calc.	4	0	8	4	14-06	Int. Calc.	4	0	8	4
15-04	Physics	3	0	6	1½	15-05	Physics	3	3	6	4	15-06	Physics	3	3	6	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
		14	3	28	7½			14	13	27	18			15	9	30	18

THIRD YEAR

TERM 7*					TERM 8					TERM 9						
Elective	8	0	16	4	11-13	Quant. Anal.	3	9	6	6	11-30	Phys. Chem.	4	3	8	5
Elective	8	0	16	4	11-41	Chem. Lit.	1	0	2	1	11-15	Inst. Anal.	2	6	4	4
					14-07	Diff. Eq.	3	0	6	3	20-12	Economics	3	0	6	3
					20-11	Economics	3	0	6	3		Elective	4	0	8	4
						Elective	4	0	8	4						
	16	0	32	8			14	9	28	17			13	9	26	16

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	11-20 Org. Chem.	3	6	6	5	11-21 Org. Chem.	3	6	6	5
Elective	8	0	16	4	11-31 Phys. Chem.	4	4	7	5	11-32 Phys. Chem.	4	4	7	5
					15-14 Adv. Phys.	2	2	5	3	15-15 Adv. Phys.	2	2	5	3
					26-01 Prin. Soc.	4	0	8	4	26-02 Prin. Soc.	4	0	8	4
	16	0	32	8		13	12	26	17		13	12	26	17

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	11-09 Ad. Inorg.					11-24 Org. Chem.	3	6	6	5
Elective	8	0	16	4	Chem.	3	0	6	3	11-40 Coll. Ch.	3	3	6	4
					11-22 Org. Chem.	3	0	6	3	30-07 Eff. Spkg.	3	0	6	3
					11-23 Org. Anal.					Elective	4	0	8	4
					Lab.	0	9	0	3					
					30-09 Rept. Writ.	3	0	6	3					
					Elective	4	0	8	4					

*Summer term — 5 weeks.

Curriculum in Mathematics-Physics (12)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3
11-01	Gen. Chem.	3	3	6	4	11-02	Gen. Chem.	3	3	6	4
14-01	Coll. Alg.	5	0	7	4	14-02	Trig.	5	0	7	4
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3
	Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Train.	0	2	0		16-11	Phys. Train.	0	2	0	
		18	5	33	18			18	5	33	18
										17	5
										34	18

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-04	Gen. Chem.	3	3	6	2	30-33	Engl. Lit.	4	0	8	4
14-04	Int. to Calc.	5	0	10	2½	14-05	Diff. Calc.	4	0	8	4
15-04	Physics	3	0	6	1½	15-05	Physics	3	3	6	4
	Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4
		14	3	28	7½			15	3	30	16
										15	3
										30	16

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
	Elective	8	0	16	4	14-07	Diff. Eq.	3	0	6	3
	Elective	8	0	16	4	15-20	Optics	3	2	7	4
							Elective	4	0	8	4
							Elective	4	0	8	4
		16	0	32	8			14	2	29	15
										15	2
										31	16

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
	Elective	8	0	16	4	14-15	Adv. Calc.	4	0	8	4
	Elective	8	0	16	4	15-24	Electronics	3	2	7	4
							Elective	4	0	8	4
							Elective	4	0	8	4
		16	0	32	8			15	2	31	16
										15	2
										31	16

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
	Elective	8	0	16	4	14-17	Inf. Series	4	0	8	4
	Elective	8	0	16	4	15-26	Mod. Phys.	3	2	7	4
							Elective	4	0	8	4
							Elective	4	0	8	4
		16	0	32	8			15	2	31	16
										15	2
										31	16

*Summer term — 5 weeks.

Premedical Curriculum (14)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
11-01	Gen. Chem.	3	3	6	4	11-02	Gen. Chem.	3	3	6	4	11-03	Gen. Chem.	3	3	6	4
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	8	30	17			15	8	30	17			14	8	28	16

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
10-04	Gen. Bot.	3	3	6	2	10-55	Vert. Zool.	2	6	4	4	10-56	Vert. Zool.	2	6	4	4
11-04	Gen. Chem.	3	3	6	2	25-01	Int. Psych.	4	0	8	4	25-02	Gen. Psy.	4	0	8	4
15-11	Gen. Phys.	6	0	12	3	15-12	Gen. Phys.	3	3	9	5	15-13	Gen. Phys.	3	3	9	5
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
		15	6	30	8½			13	9	29	17			13	9	29	17

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	10-57 Inv. Zool.	2	6	4	4	10-58 Inv. Zool.	2	6	4	4
Elective	8	0	16	4	11-11 Qual. Anal.	3	10	5	6	11-12 Quant. Anal.	4	6	8	6
					20-11 Economics	3	0	6	3	20-12 Economics	3	0	6	3
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		12	16	23	17		13	12	26	17

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	10-40 Anim. Phys.	4	0	8	4	10-41 Anim. Phys.	4	0	8	4
Elective	8	0	16	4	11-26 Org. Chem.	5	6	10	7	12-27 Org. Chem.	5	6	10	7
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		13	6	26	15		13	6	26	15

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	10-63 Gen. Parasit.	2	6	4	4	10-64 Gen. Parasit.	2	6	4	4
Elective	8	0	16	4	10-65 or Genetics	4	0	8	4	10-66 or Genetics	4	0	8	4
					10-67 Mam. Anat.	1	8	3	4	10-68 Mam. Anat.	1	8	3	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		15	14	23	16		15	14	23	16
					or	15	8	27		or	15	8	27	

*Summer term — 5 weeks.

Curriculum in Economics (20)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English I	3	0	6	3	30-02	English I	3	0	6	3	30-03	English I	3	0	6	3
23-01	Hist. Civ.	3	0	6	3	23-02	Hist. Civ.	3	0	6	3	23-03	Hist. Civ.	4	0	8	4
22-01	Am. Gov. or	3	0	6	3	22-02	Am. Gov. or	3	0	6	3	22-03	Am. Gov. or	3	0	6	3
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
15-07	Surv. Sci. or	3	0	6	3	15-08	Surv. Sci. or	3	0	6	3	15-09	Surv. Sci. or	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	2	30	16			15	2	30	16			15	2	30	16
	or 16	5	32				or 16	5	32				or 16	5	32		

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
15-10	Surv. Sci. or	4	0	8	2	20-05	Econ. Geog.	4	0	8	4	20-13	Econ. Prin.	4	0	8	4
10-04	Gen. Bot.	3	3	6	2	25-01	Int. Psych.	4	0	8	4	25-02	Gen. Psych.	4	0	8	4
23-04	Hist. Civ.	4	0	8	2	26-01	Prin. Soc.	4	0	8	4	26-01	Prin. Soc.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
30-04	English	5	0	10	2½												
		16	0	32	8			16	0	32	16			16	0	32	16
	or 15	3	30														

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	20-14 Econ. Prob.	4	0	8	4	20-15 Econ. Prob.	4	0	8	4
Elective	8	0	16	4	20-16 Acct. Prin.	3	2	7	4	20-17 Acct. Prin.	3	2	7	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	<u>16</u>	<u>0</u>	<u>32</u>	<u>8</u>		<u>15</u>	<u>2</u>	<u>31</u>	<u>16</u>		<u>15</u>	<u>2</u>	<u>31</u>	<u>16</u>

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	20-20 Statistics	3	2	7	4	20-21 Statistics	3	2	7	4
Elective	8	0	16	4	20-18 Am. Ec. Hist.	4	0	8	4	20-26 Labor Econ.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		15	2	31	16		15	2	31	16

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	20-24 Mon. & Bk.	4	0	8	4	20-25 Bus. Cycles	4	0	8	4
Elective	8	0	16	4	20-31 Ad.Ec.Theo.	4	0	8	4	20-32 Ad. Ec. Theo.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

*Summer term — 5 weeks.

Curriculum in English and English-Journalism (21)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English I	3	0	6	3	30-02	English I	3	0	6	3	30-03	English I	3	0	6	3
23-01	Hist. Civ.	3	0	6	3	23-02	Hist. Civ.	3	0	6	3	23-03	Hist. Civ.	4	0	8	4
22-01	Am. Gov. or	3	0	6	3	22-02	Am. Gov. or	3	0	6	3	22-03	Am. Gov. or	3	0	6	3
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
15-07	Surv. Sci. or	3	0	6	3	15-08	Surv. Sci. or	3	0	6	3	15-09	Surv. Sci. or	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	2	30	16			15	2	30	16			15	2	30	16
	or 16	5	32				or 16	5	32				or 16	5	32		

SECOND YEAR

TERM 4*						TERM 5						TERM 6					
15-10	Surv. Sci.	4	0	8	2	20-05	Econ. Geog.	4	0	8	4	20-13	Econ. Prin.	4	0	8	4
10-04	or Gen. Bot.	3	3	6	2	23-17	U.S. to 1865	4	0	8	4	23-18	U.S. since 1865	4	0	8	4
23-04	Hist. Civ.	4	0	8	2	30-33	Engl. Lit.	4	0	8	4	30-34	Engl. Lit.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
30-04	English	5	0	10	2½												
		16	0	32	8			16	0	32	16			16	0	32	16
	or 15	3	30														

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	30-21 Adv. Comp.	4	0	8	4	30-22 Adv. Comp.	4	0	8	4
Elective	8	0	16	4	26-01 Prin. Soc.	4	0	8	4	26-01 Prin. Soc.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	30-29 Found. Engl.					30-30 Found. Engl.				
Elective	8	0	16	4	Lang. or	4	0	8	4	Lang. or	4	0	8	4
					30-51 Int. Jour.	4	0	8	4	30-52 Int. Jour.	4	0	8	4
					30-35 Am. Lit.	4	0	8	4	30-36 Am. Lit.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	30-43 19th Ct. Pr.	4	0	8	4	30-44 19th Ct. Pr.	4	0	8	4
Elective	8	0	16	4	30-53 or Tech. of					30-54 or Tech. of				
					Jour.	4	0	8	4	Jour.	4	0	8	4
					30-61 Shakespeare	4	0	8	4	30-62 Shakespeare	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

*Summer term — 5 weeks.

Curriculum in History-Government (22)

FIRST YEAR

TERM 1						TERM 2						TERM 3					
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English I	3	0	6	3	30-02	English I	3	0	6	3	30-03	English I	3	0	6	3
23-01	Hist. Civ.	3	0	6	3	23-02	Hist. Civ.	3	0	6	3	23-03	Hist. Civ.	4	0	8	4
22-01	Am. Gov. or	3	0	6	3	22-02	Am. Gov. or	3	0	6	3	22-03	Am. Gov. or	3	0	6	3
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
15-07	Surv. Sci. or	3	0	6	3	15-08	Surv. Sci. or	3	0	6	3	15-09	Surv. Sci. or	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	2	30	16			15	2	30	16			15	2	30	16
	or 16	5	32				or 16	5	32				or 16	5	32		

SECOND YEAR

TERM 4*					TERM 5					TERM 6				
15-10	Surv. Sci. or	4	0	8 2	20-05	Econ. Geog.	4	0	8 4	20-13	Econ. Prin.	4	0	8 4
10-04	Gen. Bot.	3	3	6 2	23-17	U.S. Hist.	4	0	8 4	23-18	U.S. Hist.	4	0	8 4
23-04	Hist. Civ.	4	0	8 2	30-33	Engl. Lit.	4	0	8 4	30-34	Engl. Lit.	4	0	8 4
	Mod. Lang.					Mod. Lang.					Mod. Lang.			
	Elective	3	0	6 1½		Elective	4	0	8 4		Elective	4	0	8 4
30-04	English	5	0	10 2½										
		16	0	32 8			16	0	32 16			16	0	32 16
	or 15	3	30											

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	22-11 Comp. Gov.	4	0	8	4	22-12 Comp. Gov.	4	0	8	4
Elective	8	0	16	4	23-11 Eur. Hist.	4	0	8	4	23-12 Eur. Hist.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	22-13 Pol. Theory	4	0	8	4	22-14 Pol. Theory	4	0	8	4
Elective	8	0	16	4	23-13 Engl. Hist.	4	0	8	4	23-14 Engl. Hist.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	22-20 Pub. Adm.	4	0	8	4	22-21 Pub. Adm.	4	0	8	4
Elective	8	0	16	4	23-19 Lt. Am. His.	4	0	8	4	23-10 Lt. Am. His.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

*Summer term — 5 weeks.

Curriculum in Modern Languages (23)

FIRST YEAR

TERM 1						TERM 2						TERM 3					
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English I	3	0	6	3	30-02	English I	3	0	6	3	30-03	English I	3	0	6	3
23-01	Hist. Civ.	3	0	6	3	23-02	Hist. Civ.	3	0	6	3	23-03	Hist. Civ.	4	0	8	4
22-01	Am. Gov. or	3	0	6	3	22-02	Am. Gov. or	3	0	6	3	22-03	Am. Gov. or	3	0	6	3
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
15-07	Surv. Sci. or	3	0	6	3	15-08	Surv. Sci. or	3	0	6	3	15-09	Surv. Sci. or	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	2	30	16			15	2	30	16			15	2	30	16
	or	16	5	32			or	16	5	32			or	16	5	32	

SECOND YEAR

SECOND YEAR						TERM 5						TERM 6					
TERM 4*																	
15-10	Surv. Sci. or	4	0	8	2	20-05	Econ. Geog.	4	0	8	4	20-13	Econ. Prin.	4	0	8	4
10-04	Gen. Bot.	3	3	6	2	23-17	U.S. Hist.	4	0	8	4	23-18	U.S. Hist.	4	0	8	4
23-04	Hist. Civ.	4	0	8	2	30-33	Engl. Lit.	4	0	8	4	30-34	Engl. Lit.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
30-04	English	5	0	10	2½												
		16	0	32	8			16	0	32	16			16	0	32	16
	or	15	3	30													

THIRD YEAR

TERM 7*					TERM 8†					TERM 9†				
Elective	8	0	16	4	31-21 Mod. Fr. Lit.	4	0	8	4	31-22 Mod. Fr. Lit.	4	0	8	4
Elective	8	0	16	4	32-21 Mod. Ger. Lit.	4	0	8	4	32-22 Mod. Ger. Lit.	4	0	8	4
					33-21 Span. Lit.	4	0	8	4	33-22 Span. Lit.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

FOURTH YEAR

TERM 10*					TERM 11†					TERM 12†				
Elective	8	0	16	4	31-23 Fr. Class'm.	4	0	8	4	31-24 Fr. Class'm.	4	0	8	4
Elective	8	0	16	4	32-23 Cl. Ger. Lit.	4	0	8	4	32-24 Cl. Ger. Lit.	4	0	8	4
					33-23 Mod. Sp.Lt.	4	0	8	4					
					Elective	4	0	8	4	33-24 Mod. Span.				
					Elective	4	0	8	4	Lit.	4	0	8	4
										Elective	4	0	8	4
										Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	31,32, Ad. Cmp.					31,32, Ad. Cmp.				
Elective	8	0	16	4	33-31 & Conv.	4	0	8	4	33-32 & Conv.	4	0	8	4
					31-25 Fr. Rom. or	4	0	8	4	31-26 Fr. Rom. or	4	0	8	4
					32-25 19th Cent.					32-26 19th Cent.				
					Ger. Lit.	4	0	8	4	Ger. Lit.	4	0	8	4
					33-25 or Span. Am.					33-26 or Span. Am.				
					Lit.	4	0	8	4	Lit.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	<u>16</u>	<u>0</u>	<u>32</u>	<u>8</u>		<u>16</u>	<u>0</u>	<u>32</u>	<u>16</u>		<u>16</u>	<u>0</u>	<u>32</u>	<u>16</u>

*Summer term — 5 weeks.

†Two language courses to be taken depending upon field of concentration.

Curriculum in Psychology (25)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.Cr.	No.	Course	Cl.	Lab.	Pr.Cr.	No.	Course	Cl.	Lab.	Pr.Cr.			
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
11-01	Gen. Chem.	3	3	6	4	11-02	Gen. Chem.	3	3	6	4	11-03	Gen. Chem.	3	3	6	4
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.					Mod. Lang.					
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	8	30	17			15	8	30	17			14	8	28	16

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
10-04	Gen. Bot.	3	3	6	2	10-55	Vert. Zool.	2	6	4	4	10-56	Vert. Zool.	2	6	4	4
11-04	Gen. Chem.	3	3	6	2	15-12	Gen. Phys.	3	3	9	5	15-13	Gen. Phys.	3	3	9	5
15-11	Gen. Phys.	6	0	12	3	25-01	Int. Psych.	4	0	8	4	25-02	Gen. Psych.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
		15	6	30	8½			13	9	29	17			13	9	29	17

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	16	0	4	25-11 Ind. Diff.	4	0	8	4	25-17 Measure. I	4	0	8	4
Elective	8	16	0	4	25-12 Exp. Psych.	3	3	6	4	25-13 Exp. Psych.	3	3	6	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	32	0	8		15	3	30	16		15	3	30	16

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	16	0	4	25-18 Measure. II	4	0	8	4	25-14 Exp. Psych.	3	3	6	4
Elective	8	16	0	4	25-29 Psych. Pers.	4	0	8	4	25-31 Ab. Psych.	4	0	8	4
					25-71 Seminar	2	0	1	1	25-71 Seminar	2	0	1	1
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	32	0	8		18	0	33	17		17	3	31	17

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	16	0	4	25-32 Ab. Psych.	4	0	8	4	25-34 Child Psy.	4	0	8	4
Elective	8	16	0	4	25-36 Ind. Psych. or	4	0	8	4	25-37 Ind. Psy. or	4	0	8	4
					25-41 Adv. Psych.	4	0	8	4	25-42 Adv. Psy.	4	0	8	4
					25-73 Seminar	2	0	1	1	25-74 Seminar	2	0	1	1
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	32	0	8		18	0	33	17		18	0	33	17

*Summer term — 5 weeks.

*Summer term — 5 weeks.

Curriculum in Sociology (26)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr. Cr.	No.	Course	Cl.	Lab.	Pr. Cr.	No.	Course	Cl.	Lab.	Pr. Cr.			
30-01	English I	3	0	6	3	30-02	English I	3	0	6	3	30-03	English I	3	0	6	3
23-01	Hist. Civ.	3	0	6	3	23-02	Hist. Civ.	3	0	6	3	23-03	Hist. Civ.	4	0	8	4
22-01	Am. Gov. or	3	0	6	3	22-02	Am. Gov. or	3	0	6	3	22-03	Am. Gov. or	3	0	6	3
14-21	Basic Math.	3	0	6	3	14-22	Basic Math.	3	0	6	3	14-23	Basic Math.	3	0	6	3
15-07	Surv. Sci. or	3	0	6	3	15-08	Surv. Sci. or	3	0	6	3	15-09	Surv. Sci. or	3	0	6	3
10-01	Gen. Zool.	2	3	4	3	10-02	Gen. Zool.	2	3	4	3	10-03	Gen. Bot.	2	3	4	3
	Mod. Lang.						Mod. Lang.					Mod. Lang.					
	Elective	3	0	6	3		Elective	3	0	6	3		Elective	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	2	30	16			15	2	30	16			15	2	30	16
	or 16	5	32				or 16	5	32				or 16	5	32		

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
15-10	Surv. Sci. or	4	0	8	2	20-05	Econ. Geog.	4	0	8	4	20-13	Econ. Prin.	4	0	8	4
10-04	Gen. Bot.	3	3	6	2	25-01	Int. Psych.	4	0	8	4	25-02	Gen. Psych.	4	0	8	4
23-04	Hist. Civ.	4	0	8	2	26-01	Prin. Soc.	4	0	8	4	26-02	Prin. Soc.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
30-04	English	5	0	10	2½												
		16	0	32	8			16	0	32	16			16	0	32	16
	or 15	3	30														

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
Elective	8	0	16	4	20-14 Econ. Prob.	4	0	8	4	20-15 Econ. Prob.	4	0	8	4
Elective	8	0	16	4	26-11 Soc. Prob.	4	0	8	4	26-12 Soc. Prob.	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
Elective	8	0	16	4	26-13 Soc. Eth.	4	0	8	4	26-14 Soc. Eth.	4	0	8	4
Elective	8	0	16	4	26-15 The Family	4	0	8	4	26-16 Criminology	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
	16	0	32	8		16	0	32	16		16	0	32	16

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
Elective	8	0	16	4	26-17 Urban Soc.	4	0	8	4	26-18 Soc. Prog.	4	0	8	4
Elective	8	0	16	4	26-19 Soc. Theory	4	0	8	4	26-22 Prin. Soc. Wk	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4
					Elective	4	0	8	4	Elective	4	0	8	4

*Summer term — 5 weeks.

FIRST YEAR

SECOND YEAR

*Summer term — 5 weeks.

Two-Year Prelegal Curriculum (24)

FIRST YEAR

TERM 1					TERM 2					TERM 3				
No.	Course	Cl.	Lab.	Pr.Cr.	No.	Course	Cl.	Lab.	Pr.Cr.	No.	Course	Cl.	Lab.	Pr.Cr.
30-01	English I	3	0	6 3	30-02	English I	3	0	6 3	30-03	English I	3	0	6 3
23-01	Hist. Civ.	3	0	6 3	23-02	Hist. Civ.	3	0	6 3	23-03	Hist. Civ.	4	0	8 4
22-01	Am. Gov. or	3	0	6 3	22-02	Am. Gov. or	3	0	6 3	22-03	Am. Gov. or	3	0	6 3
14-21	Basic Math.	3	0	6 3	14-22	Basic Math.	3	0	6 3	14-23	Basic Math.	3	0	6 3
15-07	Surv. Sci. or	3	0	6 3	15-08	Surv. Sci. or	3	0	6 3	15-09	Surv. Sci. or	3	0	6 3
10-01	Gen. Zool.	2	3	4 3	10-02	Gen. Zool.	2	3	4 3	10-03	Gen. Bot.	2	3	4 3
	Mod. Lang.					Mod. Lang.					Mod. Lang.			
	Elective	3	0	6 3		Elective	3	0	6 3		Elective	3	0	6 3
16-01	Hygiene	1	0	2 1	16-02	Hygiene	1	0	2 1					
16-10	Phys. Tr.	0	2	0	16-11	Phys. Tr.	0	2	0	16-12	Phys. Tr.	0	2	0
		15	2	30 16			15	2	30 16			15	2	30 16
	or 16	5	32			or 16	5	32			or 16	5	32	

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
15-10	Surv. Sci. or	4	0	8	2	20-05	Econ. Geog.	4	0	8	4	20-13	Econ. Prin.	4	0	8	4
10-04	Gen. Bot.	3	3	6	2	23-17	U.S. Hist.	4	0	8	4	23-18	U.S. Hist.	4	0	8	4
23-04	Hist. Civ.	4	0	8	2	30-33	Engl. Lit.	4	0	8	4	30-34	Engl. Lit.	4	0	8	4
	Mod. Lang.						Mod. Lang.						Mod. Lang.				
	Elective	3	0	6	1½		Elective	4	0	8	4		Elective	4	0	8	4
30-04	English	5	0	10	2½												
		16	0	32	8			16	0	32	16			16	0	32	16
	or 15	3	30														
TERM 5-A																	
	22-11	Comp. Gov.	4	0	8	4											
	23-13	Engl. Hist.	4	0	8	4											
		Elective	4	0	8	4											
		Elective	4	0	8	4											
			16	0	32	16											

*Summer term — 5 weeks.

Synopses of Courses of Instruction

On the pages which follow are given the synopses of courses offered in the several curricula of the College of Liberal Arts. Curricula in each of the three colleges on either the co-operative or full-time plan comprise 130 weeks of classroom instruction, namely, three ten-week periods in the freshman year and 100 weeks of upperclass work. On the Co-operative Plan, the upperclass courses are evenly distributed over four years so that each division of co-operative students has 25 weeks of college work, 26 weeks of co-operative work, and one week of vacation annually.

A complete list of the courses of instruction offered in each of the Day Colleges is included in a special section of the catalog beginning on page 207. This section lists the prerequisite and preparation requirements, class and laboratory hours per week, the number of hours normally required for study preparation hours, and the number of credits which have been assigned to each course.

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

Biology

(Courses designated with (g) may be taken for graduate credit)

Botany

10-03 *General Botany*—An introductory course with emphasis upon the structure, function, classification, life histories, heredity and distribution of the chief groups of plants.

10-04 *General Botany*—A continuation of 10-03.

10-07 *Morphology of Thallophytes (g)*—The structure, life histories, and taxonomy of the algae and fungi.

10-08 *Morphology of Bryophytes and Pteridophytes (g)*—The structure, life histories, and taxonomy of the liverworts, mosses, ferns and their allies.

10-09 *Morphology of Spermatophytes (g)*—The structure, life histories, and taxonomy of the gymnosperms and angiosperms.

Bacteriology

10-20 *General Bacteriology*—A study of the fundamental principles of bacteriology and their applications. The preparation of culture media, methods of sterilization, differential staining, isolation and handling of pure cultures, taxonomy of pathogenic and nonpathogenic bacteria, their structure and physiology.

10-21 *General Bacteriology*—Continues 10-20.

10-22 *Advanced Bacteriology (g)*—This course is designed to give more detailed information and training in the newer aspects of bacteriology and immunity.

10-23 *Advanced Bacteriology (g)*—A continuation of 10-22.

Physiology

10-40 *Animal Physiology*—The principles of physiology and their application to life processes in animals. The lectures deal with the physiology of muscle, nerve, organs of special sense, circulation and respiration. Demonstrations and recitations.

10-41 *Animal Physiology*—A continuation of 10-40. In this part of the course the lectures deal with digestion, metabolism, secretion, excretion and reproduction. Demonstrations and recitations.

10-42 *Advanced Physiology (g)*—An advanced course of lectures. The subject matter will vary from year to year.

10-43 *Advanced Physiology (g)*—A continuation of 10-42.

Nutrition

10-44 *Nutrition*—The principles of human nutrition including digestion and metabolism of the foodstuffs, food requirements of the body (calories, proteins, minerals, and vitamins).

10-45 *Nutrition*—A continuation of 10-44. Essentials of an adequate diet; calculation of prescribed diets; weight control; food habits; composition of foods.

10-46 *Advanced Nutrition (g)*—Nutritional needs of family groups; family food budgets; child and infant nutrition.

10-47 *Advanced Nutrition (g)*—A continuation of 10-46. Diet in diseases; dietetic treatment of impaired digestive or metabolic conditions.

Zoology

10-01 *General Zoology*—An introductory course dealing with the basic principles of animal life. A survey of the main types of animals; their classification, structure, life histories, distribution and economic importance are considered. In this part of the course, the lectures deal with the following phyla: Protozoa, Porifera, Coelenterata, Ctenophora, Platyhelminthes, Nemathelminthes, Rotifera, and Bryozoa.

10-02 General Zoology—A continuation of 10-01. In this part of the course the lectures deal with the following phyla: Brachiopoda, Phoronidea, Chaetognatha, Annelida, Echinodermata, Mollusca, Arthropoda, and Chordata.

10-55 Vertebrate Zoology—This course deals with the comparative anatomy of the integuments, the skeletal, muscular, digestive and respiratory systems of the principal classes of vertebrates.

10-56 Vertebrate Zoology—A continuation of 10-55. In this part of the course, the lectures deal with the comparative anatomy of the vascular, excretory, reproductive and nervous systems together with the organs of special sense of the principal classes of vertebrates.

10-57 Invertebrate Zoology—This course deals with the comparative development and structure of the organic systems of invertebrate animals as represented by the following phyla: Protozoa, Porifera, Coelenterata, Ctenophora, Platyhelminthes, Nematelminthes, Trochelminthes, and Molluscoidea; and their biological and ecological relationships.

10-58 Invertebrate Zoology—A continuation of 10-57. In this part of the course, the lectures deal with the comparative development and structure of the various organ systems of invertebrate animals as represented by the following phyla: Coelhelminthes, Mollusca, Arthropoda, and Echinodermata; and their biological and ecological relationships.

10-59 Animal Histology—The lectures deal with the normal microscopic anatomy of the cell, cell division, spermatogenesis, oögenesis, fertilization, histogenesis, and a systematic consideration of the histology of the fundamental tissues of the animal body.

10-60 Animal Histology—A continuation of 10-59. In this part of the course the lectures deal with the normal microscopic anatomy of the organ systems of the animal body.

10-61 Vertebrate Embryology—The lectures deal with the early and late stages of development of the Amphioxus, the Teleost, and the frog.

10-62 Vertebrate Embryology—A continuation of 10-61. In this part of the course the lectures deal with the early and late stages of development of the chick and pig.

10-63 General Parasitology—This course deals with the more important species of parasites and their relation to disease in man and the domestic animals. In this part of the course the parasitic protozoa and flat worms are considered.

10-64 General Parasitology—A continuation of 10-63. In this part of the course the parasitic round worms and arthropods are considered.

10-65 *Principles of Genetics*—This course deals with the laws of variation and inheritance; their application to man and to domestic animals and plants.

10-66 *Principles of Genetics*—A continuation of 10-65.

10-67 *Mammalian Anatomy (g)*—An advanced laboratory course in the dissection of a mammal. In this part of the course, the skeletal, muscular, digestive, and respiratory systems are considered.

10-68 *Mammalian Anatomy (g)*—A continuation of 10-67. In this part of the course, the urogenital, circulatory, and nervous systems are considered together with the organs of special sense.

10-69 *Histological Technique (g)*—This course is designed to present the fundamentals of histological technique. The lectures deal with the various methods of fixation, clearing, hardening, embedding, section cutting, and staining of vertebrate and invertebrate tissues.

10-70 *Histological Technique (g)*—A continuation of 10-69.

10-71 *History of Biology (g)*—A course treating the development of biological sciences from the earliest times to the present, and tracing the history of biological investigations.

10-72 *History of Biology (g)*—A continuation of 10-71.

10-73 *General Entomology (g)*—This course deals with the structure, classification, habits, life histories, and distribution of insects.

10-74 *Economic Entomology (g)*—Lectures, conferences, and laboratory work. This course deals with the life histories and habits of injurious insects and of means for their control.

10-75 *Seminar in Zoology*—Assigned readings and reports on selected topics. May be selected with the consent of the department by qualified seniors majoring in biology. Credit to be arranged.

10-76 *Seminar in Zoology*—A continuation of 10-75. Credit to be arranged.

Graduate Courses in Zoology

10-106 *Parasitic Protozoa*—This course deals with the structure, phylogeny, taxonomy, of unicellular parasites of man and animals.

10-107 *Helminthology*—This course deals with the parasitic worms in man and animals.

10-108 *Sanitary Entomology*—This course deals with the disease-carrying insects and of means for their control. Entomological problems of municipal, industrial, household, and army camp sanitation. Particular emphasis is laid upon control of flies, mosquitoes, lice, fleas, and blood-sucking insects.

10-109 *Advanced Histology*—Lectures and intensive laboratory work.

10-110 *Advanced Histology*—A continuation of 10-109.

10-111 *Research in Zoology*—Open to a limited number of students who have given evidence of ability to do independent investigation. A reading knowledge of French and German is essential. Credit to be arranged.

10-112 *Research in Zoology*—A continuation of 10-111. Credit to be arranged.

10-113 *Thesis*—Credit to be arranged.

10-114 *Thesis*—A continuation of 10-113. Credit to be arranged.

10-115 *Reading and Conference*—Credit to be arranged.

10-116 *Reading and Conference*—Credit to be arranged.

Chemistry

11-01 *General Chemistry*—The fundamental ideas of matter and energy; the properties of gases; liquids and solids; atomic and molecular weight; equations; properties of solutions; classification of elements.

11-02 *General Chemistry*—Atomic structure and radioactivity; electrons and valence; ionic reactions; acids and bases.

11-03 *General Chemistry*—Chemistry of nonmetals; chemistry of metals; electrochemistry; industrial inorganic chemistry.

11-04 *General Chemistry*—Elements of organic chemistry; industrial organic chemistry.

11-09 *Advanced Inorganic Chemistry*—Valence; atomic structure; nature of crystal bonds; properties of elements.

11-11 *Qualitative Analysis*—Mass action law; ionic equilibria; solubility product; hydrolysis; principles of semi-micro technique; laboratory work is devoted to semi-micro method for analysis of anions and cations.

11-12 *Quantitative Analysis*—Theory and practice of volumetric analysis; weighing; titration; ignition; combustion.

11-13 Quantitative Analysis—Theory and practice of gravimetric analysis; mineral procedures; common technical methods.

11-15 Instrumental Analysis—Analysis by use of instruments; microscope; spectrograph; photometer; p H measurements; gas analysis.

11-20 Organic Chemistry—Reactions and properties of aliphatic compounds; class relationships; structural formulas; reaction mechanisms.

11-21 Organic Chemistry—Reactions and properties of aromatic compounds; importance and preparation of industrial aromatics.

11-22 Organic Chemistry—Reactions and properties of alicyclic and heterocyclic compounds; unit processes in organic chemistry; halogenation; oxidation; reduction; nitration; sulfonation; amination; and diazotization.

11-23 Organic Analysis Laboratory—Chemical and physical tests used in qualitative organic analysis; classification reactions; preparation of derivatives.

11-24 Organic Chemistry—Electronic interpretations of organic chemical reactions; discussions of current experimental literature from the viewpoint of the electronic theory; plastics; theory, preparation, and uses.

11-26 Organic Chemistry—Reaction and properties of aliphatic compounds; class relationships; structural formulas; introduction to study of aromatic compounds.

11-27 Organic Chemistry—Reactions and properties of aromatic compounds; nitration; sulfonation; elementary study of heterocyclic compounds.

11-28 Biological Chemistry—Properties of carbohydrates, proteins, fats, enzymes, vitamins, drugs; tests for carbohydrates, fats, proteins.

11-29 Biological Chemistry—Chemistry of food and nutrition, digestion; chemical analysis of blood, lymph, milk, tissue, wine, foods, drugs, vitamins.

11-30 Physical Chemistry—Structure of matter: the three states of matter, solutions, colloidal dispersions, molecular and atomic structure.

11-31 Physical Chemistry—Thermodynamics: the first law, thermochemistry, the second law and entropy, free energy, equilibrium, the phase rule, chemical kinetics.

11-32 Physical Chemistry—Solutions of electrolytes: electrical conductance, electrolytic equilibrium, electromotive force, electrolysis and polarization.

11-35 *Thermodynamics*—First and second laws; deviation of real gases; entropy; thermochemistry; equilibrium; activity; third law.

11-40 *Colloid Chemistry*—Particle size; adoption; physical properties of colloids; preparation; emulsions; gels.

11-41 *Chemical Literature*—Types of chemical journals; library procedure; problems in obtaining information.

11-42 *History of Chemistry*—Development of scientific theories; contribution of scientific investigators.

11-43 *Thesis*—Experimental work under direction of staff members.

11-44 *Thesis*—Experimental work under direction of staff members.

Graduate Courses

11-100 *Advanced Physical Chemistry*—Study of advanced topics in physical chemistry.

11-101 *Advanced Physical Chemistry*—Continuation of 11-100.

11-102 *Advanced Physical Chemistry*—Continuation of 11-101.

11-103 *Advanced Organic Chemistry*—Study of advanced topics of organic chemistry.

11-104 *Advanced Organic Chemistry*—Continuation of 11-103.

11-105 *Advanced Organic Chemistry*—Continuation of 11-104.

11-106 *Advanced Organic Chemistry*—Continuation of 11-105.

11-107 *Thesis*—Experimental problem. Hours per week not specified.

11-108 *Thesis*—Continuation of 11-107.

11-109 *Thesis*—Continuation of 11-108.

11-110 *Thesis*—Continuation of 11-109.

11-111 *Thesis*—Continuation of 11-110.

Economics

20-05 *Economic Geography*—In order to provide an adequate background for the study of economics this course analyzes the economic resources of our country and the part played by these resources in the development of our modern industrial society. Emphasis is placed upon promot-

ing the comprehension of basic concepts rather than upon acquiring an encyclopedic knowledge of a mass of details.

20-11 Economics—After an analysis of the main characteristics of our modern economic order, attention is turned to the fundamental economic laws and principles governing the production of economic goods, the organization of business enterprise, money, banking, the business cycle, control of the price level, and international trade.

20-12 Economics—A continuation of 20-11. The first part of the course deals with the principles of price determination under competitive and monopolistic conditions, and the principles underlying the distribution of wealth and income into wages, interest, and profits. Consideration is then given to the major aspects of the economic problems of agriculture, public utility regulation, labor, consumption, public finance, and economic reform.

20-13 Economic Principles—A thorough grounding in the fundamental principles and laws of economics is the aim of this course. The main topics include the nature and organization of production, the nature and importance of wants, the relation of money and prices, the process of exchange, the nature of international trade, the determination of price under conditions of competition and monopoly, the distribution of wealth and income in the form of wages, economic rent, interest, and profits.

20-14 Economic Problems—In this course the application of economic principles to some of the major economic problems of modern society is emphasized. The problems studied include consumption, protective tariffs and subsidies, labor problems such as unemployment and labor unions, and the business cycle.

20-15 Economic Problems—A continuation of 20-14. Among the problems considered are the following: price stabilization, the agricultural problem, the relation of government to business, including control of monopolies and public utilities, insurance, public finance, and proposals for the remodeling and improving of the economic system.

20-16 Principles of Accounting—A survey of accounting principles with emphasis upon the nature, interpretation, and utilization of accounting data, and the preparation of financial statements.

20-17 Principles of Accounting—A continuation of 20-16 with attention to the problems of corporate accounting, the theories of cost and income and the interpretation of financial statements.

20-18 American Economic History—The economic development of the United States is traced from the colonial period to the present with special emphasis upon the period since the Civil War. Stress is laid upon

the importance of economic factors and changes in our history in the development of manufacturing, agriculture, domestic and foreign commerce, finance and banking, transportation, and labor organizations. Consideration is given to European developments which have been closely related to those of the United States.

20-20 Statistics—This course is intended to give the student an understanding of statistical principles and methods and their practical application in the social sciences. A study is made of the nature, sources, collection, and organization of statistical facts; the presentation of such facts in tabular or graphic form, the various averages, measures of dispersion, and the construction and use of index numbers.

20-21 Statistics—The major portion of this continuation of 20-20 concerns the analysis of time series, and includes the methods of obtaining trends, seasonal indexes, and the measurement of cyclical variation. The application of correlation analysis in the field of social science is given extended attention.

20-24 Money and Banking—This course considers the problems of monetary and banking control with particular emphasis upon the policies of the Federal Reserve System. Current developments are carefully considered.

20-25 Business Cycles—After a study of the conditions which underlie cyclical fluctuations in prices, volume of trade, physical production, and employment, a careful analysis is made of the more significant theories of the business cycle. The possibilities of controlling such fluctuations and of initiating recovery receive extended attention. Throughout the course emphasis is placed upon the current phase of the business cycle and its peculiar problems.

20-26 Labor Economics—After an intensive study of the application of economic principles to the labor markets and of the development of collective bargaining in the United States, the course will be devoted to an analysis of organization of unions, rights and responsibilities under the law, the bargaining process as reflected in the labor contract, and grievances and grievance procedures.

20-27 International Economic Relations—A careful examination of the important principles of international trade and finance precedes a critical survey of the international commercial policies of modern nations, with special reference to the United States. Such broader problems as the international control of raw materials, exchange restrictions, international cartels and the economic activities of the League of Nations and other international organizations are considered.

20-28 Economic Systems—After developing criteria for evaluating the different economic systems, the course proceeds to a comparative analysis

of capitalism, co-operation, socialism, communism, and fascism. The problems of economic planning receive particular attention.

20-31 Advanced Economic Theory—A critical review of the origin and development of economic thought. After a brief account of the contributions of Plato and Aristotle, the early Christian fathers, and the writers of the Middle Ages, each of the main schools of economic thought is taken up in turn: the Mercantilists, the Physiocrats, the Classical School, the Socialists, the Historical School, the Austrian School, and the Neo-Classical School.

20-32 Advanced Economic Theory—The course introduces the student to the more complex aspects of economic theory. Particular consideration is given to the major modern theoretical problems.

20-61 Seminar—Assigned readings and written reports on selected topics. May be elected with the consent of the department by qualified seniors majoring in economics.

20-62 Seminar—A continuation of 20-61.

The following courses offered in the College of Business Administration may be elected by majors in economics who have the necessary preparation:

- 43-01 Principles of Marketing
- 43-02 Principles of Advertising
- 44-01 Principles of Banking
- 44-02 Principles of Insurance
- 44-11 Business Finance
- 44-12 Business Finance
- 44-22 Investments
- 45-01 Industrial Management
- 45-02 Industrial Management
- 46-01 Business Law—Contracts

Education

NOTE: In addition to the courses listed, 26-15 and 26-16 Educational Psychology may be counted as courses in Education.

21-01 History of Education—Education is considered as the means by which nations have attempted to realize their social and spiritual ideals. This course traces the history of education from ancient times through the Greek and Roman periods, the Middle Ages, the Renaissance and Reformation, down to John Locke and the Enlightenment. The course is concerned with the development of points of view as well as with the details of organization and practice.

21-02 History of Education—Beginning with the emotional reaction against formalism in life as exemplified by Rousseau, this course takes up

the immediate background of modern education and traces the development of national systems. The influence of such men as Pestalozzi, Herbart, Froebel, Spencer, Mann, Barnard, Dewey, and others is studied in detail. The course closes with a consideration of present tendencies in education.

21-03 Educational Measurements—The course concerns itself with current problems in the field of educational tests and measurements. Most of the lectures are given over to a discussion of the construction and use of new type objective tests, with particular reference to the field of secondary education. The relative merits of the essay and the objective examination are considered in connection with the problem of grades and grading systems. Enough elementary statistics are included to enable students to use intelligently the results of testing. Emphasis is placed upon the importance of an accurate interpretation of test data and upon the futility of indiscriminate testing.

21-04 Educational Organization and Administration—A study of the principles underlying the organization, administration, and supervision of secondary schools in the U.S.A. The course is illustrated with suitable problems taken from actual practice. It should be of special interest to students who contemplate teaching as a vocation.

21-05 Comparative Education—A discussion of the educational background and current theories and practices of England, France, and Germany. Emphasis is laid upon the bearing of European education on American practice. Much of the assigned reading is in current periodical literature, although a basic text is also used. Lectures, special reports, and class discussions comprise the media by which the course is conducted.

21-06 Educational Sociology—The course considers the relationship between education and sociology. Educational objectives are set up from the findings of sociological research and the traditional curriculum is examined in the light of these objectives with a view towards its reconstruction. A critical attitude is maintained toward philosophical implications which will inevitably arise in the course.

21-07 Educational Philosophy—A study of the relationship between the science of education and the philosophy of education is followed by a consideration of philosophies of education in the light of basic theses of the history of philosophy. Such topics as evolutionism, behaviorism, pragmatism, instrumentalism, and progressive education are viewed in the perspective of the history of philosophy.

21-08 Principles of Secondary Education—A critical study of the aims, objectives and functions of secondary schools. Relations of the junior high school, the senior high school, and the junior college to American life are discussed.

21-09 Methods of Teaching in Secondary Schools—A fundamental course in methods of teaching. Such topics as motivation, socialization, drill, specific techniques, attention and fatigue, use of books and laboratories are discussed.

English

30-01 English I—A review of basic sentence structure and the grammatical functions of clauses and phrases, followed by a study of effective sentence writing, paragraph development, and reading techniques. Theme assignments are planned to develop practical skill in each of the phases studied.

30-02 English I—A study of the structure and organization of written compositions: outlining, development of compositions by phases, and the analysis of expository writings. Experimental work in each phase is carried out by means of theme assignments and readings.

30-03 English I—A study of the problems peculiar to each of the four main types of discourse: exposition, description, narrative, and argument. Theme work includes, in addition to these basic types, some assignments in the framing of reports and the writing of business letters.

30-04 Introduction to Literature—A study of the aims and techniques of various common types of literature: the play, the short story, lyrical and narrative poetry, and the literary essay. Instructional methods include assigned reading and the writing of short critical reports.

30-07 Effective Speaking—A study of the report as a means of oral and written presentation of technical data. Reports of various types are planned and written. Considerable class time is devoted to the presentation of oral reports and oral summaries of written reports.

30-09 Report Writing—A course on gathering, organizing, and arranging in standard form the material on technical reports.

30-21 Advanced Composition—A study of the craft of writing as applied to the shorter literary forms. Each student will be given considerable latitude in working in the field of his individual interest. Student manuscripts will be read in class.

30-22 Advanced Composition—A continuation of 30-21.

30-23 Creative Writing—For advanced students definitely interested in imaginative writing who have already proved their ability in 30-21 and 30-22 and who wish to continue their writing under supervision. Class instruction will be supplemented by individual conferences with the instructor.

30-24 Creative Writing—A continuation of 30-23.

30-29 Foundations of the English Language—A study of the complex origin of the English language, tracing historically the influences which have modified the Saxon base. The course includes a detailed examination of the grammatical characteristics of Greek, Latin, and Saxon, with a study of the roots and affixes which those languages have chiefly contributed to the formation of English words.

30-30 Foundations of the English Language—A continuation of 30-29. A study of the ways in which elements of the source languages have been modified toward the forms they have assumed in modern English.

30-31 Western World Literature—A survey of the principal writers of the ancient and medieval period. Assigned readings are supplemented by lectures on historical background and literary trends.

30-32 Western World Literature—A continuation of 30-31. This course is concerned with writers from the late sixteenth century to the present.

30-33 Survey of English Literature—A survey of English literature to 1800. After a brief study of the social and political background of each literary period, the writing of the period is considered, and the more important writers are studied and read in detail. The purpose of the course is to give the student an appreciation of English literature as a whole, and an intimate knowledge of its major figures.

30-34 Survey of English Literature—A survey of English literature from 1800 to the present century. The outstanding writers are read, studied, and related to the general background of nineteenth century England. The purpose of the course is to give the student an understanding of the writers who contributed most to the formation and development of modern literature in England.

30-35 American Literature to 1860—A survey of American literature from colonial times to the triumph of the transcendental movement in New England. The work of Bryant, Irving, Cooper, Poe, Emerson, Thoreau, Lowell, Holmes, Longfellow, and Melville will be emphasized.

30-36 American Literature After 1860—Continuing 30-35, the course will consider the rise of realism after the Civil War, the development of American humor, the appearance of local color writers, and modern trends since 1900.

30-37 Saxon and Anglo-Norman Literature—A survey of the literary production of England from about 600 A.D. to 1200. All the selections are read in modern English translations, but attention is given to the language characteristics of early and late West Saxon and Anglo-Norman writings.

30-38 *English Literature from 1200 to 1600*—A reading course to acquaint the student with the dominant types of literature during the Middle English and early modern period: lyrical, narrative, and satirical poetry; mystery and miracle plays, ballads; and prose romances.

30-39 *The Seventeenth Century in England*—An historical survey of the literary developments during the first half of the seventeenth century. Assigned readings in drama, lyrical poetry, and criticism are supplemented by lectures on general trends and minor authors not represented in the readings.

30-40 *The Seventeenth Century in England*—A continuation of 30-39 with special attention to the later works of Milton, the poetry of Dryden, and the theater of the Restoration.

30-41 *The Eighteenth Century in England*—An historical survey of the literary developments during the first half of the eighteenth century: the rise of popular journalism; the sentimental comedy; satire and realistic narrative; the beginnings of the novel.

30-42 *The Eighteenth Century in England*—A continuation of 30-41: the age of Johnson; late eighteenth century poets, novelists, and dramatists.

30-43 *Nineteenth Century Prose*—An examination of significant nineteenth century writers and their relation to the social, political, and literary currents of the time. The first semester will include consideration of such background workers as Paine and Godwin, the establishment of the great quarterlies, and the Romantic essayists, Lamb, Hazlitt, and DeQuincey.

30-44 *Nineteenth Century Prose*—A continuation of 30-43. Writers to be studied include Carlyle, Newman, Ruskin, Arnold, Morris, Huxley, Pater, and Stevenson.

30-45 *Nineteenth Century Poetry*—A study of Romanticism, its origins, its conflict with classicism, and its contributions to contemporary and later culture. The poetry of Wordsworth, Coleridge, Byron, Shelley, and Keats will be examined appreciatively and critically.

30-46 *Nineteenth Century Poetry*—A study of the Victorian era with emphasis on Browning and Tennyson as artists and as interpreters of life. Lesser poets to be considered include Arnold, Clough, and the Pre-Raphaelites.

30-47 *The Modern Novel*—A survey of the modern and contemporary English and American novel, with emphasis on trends and changes in content and technique. Representative novels are read, and a few novelists are studied in detail.

30-48 *The Modern Drama*—A survey of English and American drama since 1900, considering representative plays and major dramatists and tracing the relationship between drama and history in the twentieth century.

30-49 *Modern Poetry*—A survey of the principal developments in the prosody, substance, and theory of poetry in England and America since 1912. The chief emphasis of the course will be on the work of the major poets of the period.

30-51 *Introduction to Journalism*—This course treats the functions of the editorial department and the general tasks of an "inside" man. The student is given extensive practice in the re-writing of news stories.

30-52 *Introduction to Journalism*—The problems of reporting and news-writing, with written assignments in all types of spot news reporting.

30-53 *Techniques of Journalism*—Editing the news. The writing of editorials, feature articles, and columns.

30-54 *Techniques of Journalism*—A general practice course in newspaper writing, the covering of special assignments, and editorial problems.

30-61 *Shakespeare*—The Elizabethan period, sixteenth century London, the Shakespearean stage and audience, and the actors' companies will be discussed. Shakespeare's life and his development as a dramatist will be carefully considered. Five plays will be intensively studied.

30-62 *Shakespeare*—Lectures will be given on Shakespeare's language, the text of the plays, Shakespearean criticism, editors' problems, etc. Four plays will be intensively studied. The sonnets will be read and discussed.

30-63 *Chaucer*—A study of the *Canterbury Tales*, with careful training in Middle English vocabulary and the rhythms and devices of Chaucer's poetry.

30-64 *Chaucer*—A continuation of 30-63, principally concerned with *Troilus and Criseyde*, *The House of Fame*, *The Parliament of Fowls*, and some parts of *Boece*.

30-71 *Seminar*—Independent investigation of a selected topic together with intermediate research reports. May be elected with the consent of the department by qualified seniors majoring in English.

30-72 *Seminar*—A continuation of 30-71. A final report is required which summarizes the research of the year.

Geology

13-01 General Geology—A study of earth movements and various terrestrial applications of solar energy. Lectures on fundamental general facts as to origin and movements of the earth, weathering, work of winds, underground and surface waters, glaciers and the glacial period, lakes and swamps, and vulcanism.

13-02 General Geology—Course 13-01 is continued with such topics as mountain formation, oceans, oceanic life, atmosphere touching upon meteorology. A considerable portion of time is given to the study of igneous, sedimentary and metamorphic rocks, supplemented by laboratory and field work.

13-03 Historical Geology—A review of the beginning of the earth, its development and historical significance of rock characters. This is followed by a study of the pre-Cambrian Paleozoic and the early Paleozoic sub-era.

13-04 Historical Geology—Continuation of 13-03 taking in the late Paleozoic sub-era, and the Mesozoic and Cenozoic periods, and continuing through the geologic history of man.

Government

22-01 American Government and Politics—The study of our National Government with respect to its organization, functions, constitutional powers, and limitations.

22-02 American Government and Politics—A continuation of 22-01. Particular attention is paid to the legislative, administrative, and judicial machinery under the party system of government. The problems of bureaucracy are analyzed.

22-03 American Government and Politics—A study of the relationships of our federal, state and municipal governments. Consideration is given to the various types of state and municipal governments with respect to the state and local agencies for carrying out the executive, legislative, and judicial functions of government in a democratic country.

22-11 Comparative Government—The older governments of Europe, those principally of Great Britain and France, but also of Switzerland and the Scandinavian countries, are described and analyzed in this course. Institutions are compared in these various states with reference to America and the newer governments of Europe.

22-12 Comparative Government—A study of the newer governments of Europe, as found in Germany, Italy, and the Soviet Union. Democracy and dictatorship are analyzed as different modes of life and rule. These states are compared to each other, to the older governments of Europe, and to the United States.

22-13 Origins of Political Theory—A survey of political philosophy from Plato and Aristotle to Bentham. The nature, origin, forms, and ends of the state and government are covered.

22-14 Modern Political Theory—A critical study is made of the major developments in political theory since Bentham, with special reference to the influence of these developments upon American politics and political institutions. Attention is paid to the modern conflict between the democratic and the totalitarian conceptions of the state.

22-15 American Constitutional Law—After a careful study of the influences affecting the framing of the Constitution, attention is turned to the leading constitutional principles of the American government as developed through judicial interpretation.

22-16 American Constitutional Law—A continuation of 22-15. Primary emphasis is placed upon the relation of constitutional law to present-day problems, with particular reference to such items as "due process of law" and "interstate commerce."

22-17 International Law—A study of the essentials of public law governing the relations between sovereign states.

22-18 International Relationships—A consideration of selected international problems arising from the conflict of national policies and interests. The role of international organization receives special attention.

22-20 Public Administration—An introduction to the general principles of public administration in modern government with emphasis upon the organization and operation of administrative agencies in the United States.

22-21 Public Administration—A continuation of 22-20. Emphasis is placed upon the policy-making aspects of public administration with particular reference to such problems as personnel management, budgeting and accounting, purchasing, and planning.

History

23-01 History of Civilization—This is primarily a background course. Introductory lectures deal with primitive society, the development of language and writing, and the early contributions of Egypt and Asia. More detail is given to the structure of Greek and Roman society and the rise of the Christian Church.

23-02 History of Civilization—A continuation of 23-01. This course considers the decline of the Roman Empire, the barbarian invasions of the Empire, the growth of Islam, life in the early Middle Ages, the growth of monarchies in Europe, and the medieval church.

23-03 History of Civilization—The Renaissance and the Reformation receive extended attention in this course. Stress is placed upon the art and literature of the era as well as the social, economic, and political developments.

23-04 History of Civilization—A continuation of 23-03. The chief topics of the course include the economic revolution, the Age of Reason in France and England, the Old Regime and the Revolution in France, and the growth of science and industrialism.

23-11 Europe, 1789–1870—This course aims at describing and interpreting the development of European states from the French Revolution to 1870. Major topics include the Metternich system, the emergence of French Republicanism, and the unification of Italy and Germany. Non-political factors receive much attention throughout the course.

23-12 Europe, 1870–1920—The international relationships which precipitated the tragedy of 1914 are considered. The rise of militarism and nationalism, secret diplomacy, propaganda and the press, the “incidents” which led to the World War, the conduct of the war, and the peace treaties, are discussed in this course.

23-13 England to 1688—This course surveys the political, social, religious, and economic development of England to the Revolution of 1688. Political history receives the major emphasis, but stress is placed upon the rise of the English institutions which represented England’s outstanding contribution to civilization.

23-14 England Since 1688—A continuation of 23-13. A study is made of Queen Anne’s England, the policies of Walpole, England’s part in European politics, the age of the first Reform Bill, English imperialism, and Victorian society.

23-15 English Constitutional History—This course is devoted to a consideration of the English constitution and of the common law; local government vs. central government; the origin and growth of Parliament; the development of the British cabinet system; and a comprehensive study of statutes and documents.

23-16 American Constitutional History—In this course a study is made of the historical development of the United States Constitution with particular emphasis on its progressive adaption to a changing social and economic order.

23-17 The United States to 1865—This course is an interpretation of the events which shaped the American nation to the Civil War. Social customs, economic influences, racial contributions, and humanitarian movements are not neglected, though the political history is stressed.

23-18 The United States Since 1865—Major attention is given to the social, economic, and political foundations of recent history in this survey of the transition of America from an agricultural to an urban industrialized society since the Civil War. Consideration is given to the problems arising with the emergence of America as a world power.

23-19 Latin American History—This course deals with the European background of Spanish and Portuguese colonization in the New World, the exploits of the conquistadores, the Indian civilizations, colonial institutions, and the forces which gave rise to the revolutions in the early nineteenth century.

23-20 Latin American History—This course continues 23-19, and describes the Wars of Independence and the rise of the republics. A study is made of the international relations of the Latin American countries, the Monroe Doctrine, and the Pan-American conferences.

23-21 Far Eastern International Relations, 1840—1900—Between 1840 and 1900 the United States and the European powers developed their several foreign policies towards China and Japan. Japan succeeded in developing a policy toward China and the West. The Chinese Empire failed to develop a consistent policy and was nearly dismembered. This course concerns the above developments.

23-22 Far Eastern International Relations Since 1900—Since 1900 Japan emerged as a world power and embarked upon a career of imperialism. China at last developed a foreign policy. With the close of the first World War, European imperialism waned. The United States tried to act as umpire. War resulted. This course concerns these developments.

23-23 Recent European History—A consideration of the problems of Europe arising out of the first World War and of the background of the second World War.

Mathematics

14-01 College Algebra—The study of algebra is scheduled to begin with the solution of the quadratic equation, simultaneous quadratics, and equations in quadratic form. However, a rapid but thorough review of the fundamentals of algebra precedes this. The solution of the quadratic is followed by a detailed study of the theory of exponents. Then follow radicals, series, variation, inequalities, and the elementary principles of the theory of equations. Considerable time is given to plotting and the use of graphs in the solution of equations. The elementary theory of complex numbers is also covered.

14-02 Trigonometry—This is a complete course in trigonometry and should enable the student to use all branches of elementary trigonometry in the solution of triangles as well as in the more advanced courses where the knowledge of trigonometry is essential. Some of the topics

covered are the trigonometric ratios; inverse functions; goniometry; logarithms; circular measure; laws of sines, cosines, tangents, half angles; solution of oblique and right triangles; transformation and solution of trigonometric and logarithmic equations. Considerable practice in calculation of practical problems enables the student to apply his trigonometry to problems arising in practice at an early stage. Additional work, graphical and algebraic, is done with the complex number, introducing De-Moivre's theorem and the exponential form of the complex number.

14-03 Analytic Geometry—This being a basic course in preparation for any further study of mathematics, it requires a thorough knowledge of the fundamentals of algebra. The course covers cartesian and polar co-ordinates; graphs; the equations of simpler curves derived from their geometric properties; thorough study of straight lines, circles, and conic sections; intersections and curves; transformation of axes; plotting and solution of algebraic equations of higher order and of exponential trigonometric and logarithmic equations; loci problems. The general equation of the second degree is thoroughly analyzed in the study of conic sections.

14-04 Introduction to Calculus—Explicit and implicit functions, dependent and independent variables, some theory of limits, continuity and discontinuity are given special attention from both the algebraic and the geometric points of view. Some theorems on the infinitesimal are introduced, and a study is made of infinity and zero as limits. Relative rates of change, both average and instantaneous, and the meaning of the slope of a curve follow. The differential and the derivative as applied to algebraic functions with the geometric interpretation are then studied. Tangents to curves of the second degree follow here. Simple applications with interesting practical problems help to develop the interest here and lay a solid foundation for the study of the calculus. The introduction of the differential at the same time with the derivative helps considerably to bridge the large gap which usually exists when the student passes from the study of the elementary analytic geometry to the infinitesimal of calculus.

14-05 Differential Calculus—The differential is introduced and defined at the outset of the course together with the derivative; geometric and practical illustrations are given of both; and both are carried along throughout the course. The work in the course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, both explicit and implicit; slopes of curves, maxima and minima with applied problems; partial differentiation; derivatives of higher order; curvature; points of inflection; related rates; velocities, acceleration; expansion of functions; series. Although the subject matter deals with considerable theory, constant sight is kept of the practical application of the theory. The geometric interpretation of every new subject is carefully defined and problems are continually solved dealing in practical applications of the theory in geometry, physics, and mechanics.

14-06 Integral Calculus—This is a continuation of Calculus 14-05, and deals with integration as the inverse of differentiation as well as the limit of summation. The topics covered are methods of integration; use of integral tables; definite integrals; double and triple integrals; areas in rectangular and polar co-ordinates; center of gravity; moment of inertia; length of curves; volumes of solids; areas of surfaces of revolution; volumes by triple integration; practical problems in work, pressure, etc., depending on the differential and integral calculus for solution; solution of simpler differential equations.

14-07 Differential Equations I—The elementary theory and solution of ordinary differential equations is offered here as a general course in mathematics. Although principally a problem course in solving differential equations, properties of equations and of their solutions are deduced, and applications to the various fields of science are analyzed.

14-08 Differential Equations II—Special cases of first order equations are considered, and a fuller treatment of first order equations of higher degree leads to a consideration of envelopes, special loci, and particular curves. The general second order linear equation is studied, and the several well-known methods of attack are presented. Solution in series form of equations whose primitives are not made up of classified functions is studied. Elementary partial differential equations of the first and second orders, leading to a presentation of Fourier's series, conclude the course.

14-10 Analytic Mechanics—Fundamental concepts and methods of classical mechanics. Composition and resolution of force systems; centroid and moment of inertia; equilibrium; relative velocity and acceleration; energy, impulse, momentum, and work.

If time permits, some study is made of Lagrange equations and Hamilton's principles.

14-11 Curve Analysis—The topics covered are analysis of empirical data, curve fitting, least squares, nomographic charts and general analysis of equations of curves.

14-12 Modern Geometry—The course offers a brief outline of the history of geometry, especially in the nineteenth century, analysis of geometry of the triangle and circle; systems of co-ordinates; linear dependence; transformations; principle of duality; poles and polars; harmonic division; cross ratios; and conical projection. Special theorems include those of Desargues, Pascal, and Brianchon.

14-13 Spherical Trigonometry—This is a complete course in the study of spherical trigonometry, solving right and isosceles triangles; Napier's rules; laws of sines; cosines, half-angles, and half-side formulas; Napier's analogies. A detailed solution of oblique spherical triangles including areas follows. Considerable time is spent on the celestial sphere and the

astronomical triangle and on navigation, calculation of latitude and longitude, bearing, and time.

14-14 History of Mathematics—In this course a survey is made of the development of the various branches of mathematics, and attention is given to the lives of men who have made outstanding contributions to mathematical science.

14-15 Advanced Calculus—The course is essential for all students who expect to study more advanced work in the field of mathematics. The various topics include special methods of integration, change of variable, hyperbolic functions, continuity and related theorems, theory and application of the infinitesimal, Taylor's series, infinite series in two variables, Fourier series, applications of partial differentiation envelopes, evolutes.

14-16 Advanced Calculus—This is a continuation of 14-15. The types of topics covered are maxima and minima in three dimensions, Jacobians, curvilinear co-ordinates, special definite and improper integrals, differentiation of integrals, Beta Function, Gamma Function, Bessel's Function, line integrals, surface integrals, complex variable, and elliptic integrals and functions.

14-17 Infinite Series—Study of limits; infinite series; tests of various types of convergence and divergence; algebraic operations with series; integration and differentiation of series; applications and use of special series, as power and Fourier series. Some solution of differential equations as done by infinite series.

14-18 Theory of Equations—This course is devoted more to the theory and analysis of equations and roots than to actual solutions. The properties of polynomials and continuity are studied. The complex number in algebraic, geometric, and exponential form is reviewed. The solutions of equations of higher degree are discussed, discriminants analyzed, and various theorems on roots studied. Proof is given of the fundamental theorem of algebra. A complete analysis of n equations in m unknowns is made, including the theory and use of determinants. The relations of roots and coefficients and some symmetric functions are included.

14-20 Special Topics—Here the student practices the application of his mathematics to special applied problems in the various fields of science. The course may require considerable reference work in special topics chosen so as to be of particular interest to the individual student. (For seniors only.)

14-21 Basic Mathematics I—A course in algebra review in preparation for work in trigonometry and analytic geometry. Many topics covered in high school are reviewed, and further work is done in the more advanced topics. The reasoning underlying the processes of algebra is

emphasized so that the student will find the work in algebra is not memory work but is a process of simple, logical reasoning.

14-22 Basic Mathematics II—A course in plane trigonometry, including logarithms, covering the usual work through the solution of triangles and applications.

14-23 Basic Mathematics III—This course continues on with more special topics from the two preceding basic mathematics courses. It also introduces the subject of analytic geometry with considerable emphasis on the plotting of graphs and the analysis of the equations covered in the two preceding courses.

14-25 Mathematics of Finance—This course starts with the algebra and logarithms necessary for the understanding and use of the formulas developed in business mathematics. Then the subjects covered are interest, discount, annuities, sinking funds, depreciation, amortization, valuation of bonds, the use of graphs, the interpretation of statistical data, and insurance.

14-28 Mathematical Statistics—The course is designed to develop the statistical quantities used for the description of data, together with data analysis made possible by the use of these statistical quantities. The nature of the course is such that it will have applications in those fields where working information is obtained by the collection and analysis of data. Included topics are averages, moments, measures of dispersion, curve fitting, correlation theory and the normal error function.

14-29 Mathematical Statistics and Probability—This is a continuation of 14-28. Here are developed the basic principles underlying the applications of mathematical statistics to many practical problems of importance in the fields of applied science, research, and industry. Included topics are elements of probability, binomial distribution, Poisson exponential function, normal probability function, sampling theory, tests of statistical hypotheses.

Modern Languages

French

31-01 Elementary French—A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of basic vocabulary and current idiomatic expressions.

31-02 Elementary French—A continuation of 31-01 with emphasis on the more difficult points of French grammar. Reading of simple texts.

31-03 Elementary French—A continuation of 31-02. Reading of texts of progressively increasing difficulty, with oral and written exercises on the material read. Some of the texts are assigned for outside reading.

31-04 Elementary French—A continuation of 31-03. Practice in conversation dealing with the various aspects of everyday life.

31-11 Introduction to French Literature—This course aims to provide a linguistic and cultural background for the study of French literature, besides acquainting the student with representative works of some of the more important French authors. The work of the first term consists of a thorough review of grammar, phonetic drill, and oral practice based on suitable texts.

31-12 Introduction to French Literature—A continuation of 31-11. Most of the time is devoted to the study of literary selections dealing with French customs, institutions, geography, and history, with oral practice based on the material read. Vocabulary building, study of idioms, and outside reading.

31-13 Introduction to French Literature—A continuation of 31-12. Selected readings from representative modern authors. Oral practice and memorizing of selected passages. Outside reading.

31-14 Introduction to French Literature—A continuation of 31-13. Conversational practice. The subject matter will deal with the ordinary activities of everyday life and contemporary problems.

31-15 Intermediate French—In this course several texts of average difficulty are read and studied. The work includes a thorough review of grammar, oral practice based on the reading matter, memorizing of selected passages, dictation, study of idioms, vocabulary building and outside reading.

31-16 Intermediate French—A continuation of 31-15, with an increasing amount of both class and outside reading.

31-21 Modern French Literature—A study of the chief trends in French literature since 1850. Significant works of representatives of the various literary movements are read and analyzed. The course is concerned mainly with the short story and the novel. Collateral reading and reports.

31-22 Modern French Literature—A continuation of 31-21. The major part of the course is devoted to the study of the drama, with the remainder given to French verse of the period. Collateral reading and reports.

31-23 French Classicism—This course is designed to furnish a comprehensive survey of the background and development of French literature of the seventeenth century and to aid the student in a critical interpretation of the most significant works of the period. The reading is mainly

from the works of Malherbe, Descartes, Pascal, La Fontaine, and Boileau. Collateral reading and reports.

31-24 French Classicism—A continuation of 31-23. The dramatic works of Corneille, Molière, and Racine receive the major attention.

31-25 French Romanticism—A study of the origins and development of the Romantic movement in French literature. The readings include significant selections from the novels of the principal writers of the Romantic school, as well as some of the more important Romantic dramas.

31-26 French Romanticism—Continuing 31-25, the course pursues further the study of the Romantic drama. The latter part of the term is devoted to the reading of selections of poetry from the works of Lamartine, Hugo, Musset, and others.

31-31 Advanced Composition and Conversation—The work of this course will include, besides written and oral composition, a systematic review of the most important and the more difficult points of French grammar, a brief historical survey of the development of the French language, and a practical study of French phonetics and pronunciation. Current events and other matters of contemporary interest will furnish the topics for discussion and conversation.

31-32 Advanced Composition and Conversation—A continuation of 31-31.

German

32-01 Elementary German—A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of basic vocabulary and current idiomatic expressions.

32-02 Elementary German—A continuation of 32-01 with emphasis on the more difficult points of German grammar. Reading of simple texts.

32-01A Elementary German—A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of basic vocabulary and current idiomatic expressions.

32-02A Elementary German—A continuation of 32-01A. Most of the time is devoted to the reading of simple texts, with oral practice based on the material read.

32-03 Elementary German—A continuation of 32-02. Reading of texts of progressively increasing difficulty, with oral and written exercises on the material read. Some of the texts are assigned for outside reading.

32-04 Elementary German—A continuation of 32-03. Practice in conversation dealing with the various aspects of everyday life.

32-11 Introduction to German Literature—This course aims to provide a linguistic and cultural background for the study of German literature, besides acquainting the student with representative works of some of the more important German authors. The work of the first term consists of a thorough review of grammar, phonetic drill, and oral practice based on suitable texts.

32-12 Introduction to German Literature—A continuation of 32-11. Most of the time is devoted to the study of literary selections dealing with German customs, institutions, geography, and history, with oral practice based on the material read. Vocabulary building, study of idioms, and outside reading.

32-13 Introduction to German Literature—A continuation of 32-12. Selected readings from representative modern authors. Oral practice and memorizing of selected passages. Outside reading.

32-14 Introduction to German Literature—A continuation of 32-13. Conversational practice. The subject matter will deal with the ordinary activities of everyday life and contemporary problems.

32-15 Intermediate German—In this course several texts of average difficulty are read and studied. The work includes a thorough review of grammar, oral practice based on the reading matter, memorizing of selected passages, dictation, study of idioms, vocabulary building, and outside reading.

32-16 Intermediate German—A continuation of 32-15, with an increasing amount of both class and outside reading.

32-21 Modern German Literature—A survey of the main currents of German literature since 1880. Representative works of the leading authors of the period are read and interpreted. The course deals chiefly with the short story and the novel. Collateral reading and reports.

32-22 Modern German Literature—A continuation of 32-21. The drama and poetry receive the main emphasis. Collateral reading and reports.

32-23 The Classical Period of German Literature—This course aims to trace the development of German literature during the second half of the eighteenth century beginning with the Storm and Stress period. The works of Lessing, Goethe, and Schiller will receive the major emphasis.

32-24 The Classical Period of German Literature—A continuation of 32-23. The readings will consist mainly of the later works of Goethe and Schiller.

32-25 German Literature of the Nineteenth Century—This course will consider the chief tendencies in German literature from the beginning of Romanticism to the coming of Naturalism. Representative works of the principal writers of the period will be read and analyzed.

32-26 German Literature of the Nineteenth Century—A continuation of 32-25. Among the works to be read will be some of the outstanding dramas of the latter half of the century.

32-31 Advanced Composition and Conversation—The work of this course will include, besides written and oral composition, a systematic review of the most important and the more difficult points of German grammar, a brief historical survey of the development of the German language, and a practical study of German phonetics and pronunciation. Current events and other matters of contemporary interest will furnish the topics for discussion and conversation.

32-32 Advanced Composition and Conversation—A continuation of 32-31.

Spanish

33-01 Elementary Spanish—A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of basic vocabulary and current idiomatic expressions.

33-02 Elementary Spanish—A continuation of 33-01, with emphasis on the more difficult points of Spanish grammar. Reading of simple texts.

33-01A Elementary Spanish—A beginner's course stressing the essentials of grammar, practice in pronunciation, and progressive acquisition of basic vocabulary and current idiomatic expressions.

33-02A Elementary Spanish—A continuation of 33-01A. Most of the time is devoted to the reading of simple texts, with oral practice based on the material read.

33-03 Elementary Spanish—A continuation of 33-02. Reading of texts of progressively increasing difficulty, with oral and written exercises on the material read. Some of the texts are assigned for outside reading.

33-04 Elementary Spanish—A continuation of 33-03. Practice in conversation dealing with the various aspects of everyday life.

33-11 Introduction to Spanish Literature—This course aims to provide a linguistic and cultural background for the study of Spanish literature, besides acquainting the student with representative works of some of the more important Spanish authors. The work of the first term consists of a thorough review of grammar, phonetic drill, and oral practice based on suitable texts.

33-12 *Introduction to Spanish Literature*—A continuation of 33-11. Most of the time is devoted to the study of literary selections dealing with Spanish customs, institutions, geography, and history, with oral practice based on the material read. Vocabulary building, study of idioms, and outside reading.

33-13 *Introduction to Spanish Literature*—A continuation of 33-12. Selected readings from representative modern authors. Oral practice and memorizing of selected passages. Outside reading.

33-14 *Introduction to Spanish Literature*—A continuation of 33-13. Conversational practice. The subject matter will deal with the ordinary activities of everyday life and contemporary problems.

33-15 *Intermediate Spanish*—In this course several texts of average difficulty are read and studied. The work includes a thorough review of grammar, oral practice based on the reading matter, memorizing of selected passages, dictation, study of idioms, vocabulary building, and outside reading.

33-16 *Intermediate Spanish*—A continuation of 33-15, with an increasing amount of both class and outside reading.

33-21 *Spanish Literature of the Golden Age*—This course deals with the Spanish prose of the sixteenth and seventeenth centuries, particularly the *Don Quixote* and the *Novelas Ejemplares*. Lectures, translation, and collateral reading.

33-22 *Spanish Literature of the Golden Age*—A continuation of 33-21, with emphasis on the drama of Lope de Vega, Tirso de Molina, and Calderon. Lectures, translation, and collateral reading.

33-23 *Modern Spanish Literature*—This course aims to acquaint the student with the literature of Spain during the last quarter of the eighteenth century and the first half of the nineteenth. The chief emphasis is placed on the romantic poetry and drama. Lectures, translation, and collateral reading.

33-24 *Modern Spanish Literature*—A continuation of 33-23, this course is devoted to Spanish literature of the second half of the nineteenth century, with emphasis on the realistic novel. Lectures, translation, and collateral reading.

33-25 *Modern Spanish American Literature*—The purpose of this course is to acquaint the student with the general trends of Spanish American literature. Plays, essays, and novels that reflect the economic and social problems of our neighbors to the south will receive the chief attention. Lectures, translation, and collateral reading.

33-26 *Modern Spanish American Literature*—A continuation of 33-25, this course is devoted to the literature of Mexico and Central America, and particularly the works of Ruben Dario.

33-31 *Advanced Composition and Conversation*—The work of this course will include, besides written and oral composition, a systematic review of the most important and the more difficult points of Spanish grammar, a brief historical survey of the development of the Spanish language, and a practical study of Spanish phonetics and pronunciation. Current events and other matters of contemporary interest will furnish the topics for discussion and conversation.

33-32 *Advanced Composition and Conversation*—A continuation of 33-31.

Philosophy

NOTE: In addition to the courses listed, 26-13 and 26-14 Social Ethics may be counted as courses in Philosophy.

24-01 *Introduction to Philosophy*—This introductory course combines the historical and systematic approaches to the subject. The historical treatment includes a survey of the chief philosophers and the development of basic philosophical ideas. The systematic treatment presents the several types of philosophy, such as realism, materialism, idealism, and pluralism. The place of philosophy is considered in its relation to ethics, religion, and natural sciences. The course both acquaints the student with facts about philosophy and trains him to think philosophically.

24-02 *Problems of Philosophy*—The chief systems of thought are applied to what may be termed the persistent problems of philosophy. The problems are to be found in the fields of epistemology, teleology, and metaphysics. The following topics suggest representative problems which will be studied: the relation between mind and body, the nature and extent of freedom of the will, the validity of knowledge, and the bearing which the more recent views in physics and psychology have upon related philosophical problems.

24-03 *History of Philosophy*—Beginning with the early Greek age period, the course traces the development of philosophical thought through the patristic and scholastic periods. A study is made of the transition from medieval to modern philosophy.

24-04 *History of Philosophy*—The first half of the course is a study of the period from Bacon to Kant; the second half begins with the time of Kant and ends with a consideration of present-day philosophers and their systems of thought.

24-05 *Philosophy of Religion*—Fundamental questions of religious belief are examined in the light of philosophy. Modern religions are compared with respect to their views on the nature of the Deity, the meaning of

life, and the relationship between man and God. Further topics for study include the question of the validity of mysticism and intuitive knowledge of religious truth, the immortality of the soul, the meaning of the supernatural, the presence of natural evil, and the relation of morality to religion.

24-06 Logic—Formal logic is subordinated in this course to the more practical consideration of the methods of critical and reflective thought. Common fallacies in logic are indicated, and the student is given frequent exercises in correct reasoning. Attention is given to the principles of induction, deduction, verification, syllogism, and assumption. To assist the student to think clearly and correctly is the essential purpose of this modified course in logic.

Physical Education

16-01 Hygiene—This course aims to provide the student with fundamental information which will be useful in developing and maintaining good health and in the practice of personal hygiene. The course includes enough of the fundamentals of physiology and anatomy to enable the student to understand such parts of the work as require some knowledge of these subjects.

16-02 Hygiene—A continuation of 16-01, completing a study of the function and care of the several systems of the body.

16-10 Physical Training—All first year men students are required to take Physical Training. Health, strength, and vitality do not come by chance but by constant attention to those factors involved in their development. It is very essential for the student to acquire good habits of living.

The work in the course includes a formal calisthenic program, special exercise classes for the correction of postural defects, participation in the regular athletic program, including baseball, basketball, football, hockey, track, and many types of informal games. All members of the class are also required to learn to swim.

Students wishing to be excused from Physical Training because of physical defects are required to present a petition to the faculty supported by a physician's certificate.

16-11 Physical Training—A continuation of 16-10.

16-12 Physical Training—A continuation of 16-11.

16-21 Principles of Physical Education—The course considers the place of physical education in the educational program in the United States. The development of physical education programs based on the changes in society from primitive to modern times is discussed, careful attention being given to the needs of the individual, as well as to the needs of the group. Relationship between medical service and the physical education department is considered, and methods of co-ordination between these

two important departments are investigated. The history of physical education, in so far as it affects the modern program, is included in the course. Factors such as economic, social and political influences which have an important effect on the conduct of the program are also considered. School health programs are discussed, with particular emphasis upon the medical and physical examinations and tests and the procedures which follow. Diagnostic and remedial techniques, classroom hygiene, and principles of preventive and corrective exercise are discussed. The course also includes a consideration of the proper place occupied by interschool and intercollegiate athletics in the physical education program.

Required of all students electing Physical Education as a minor field.

16-22 Play and Recreation—The purpose of this course is to prepare students for leadership of leisure-time activities. It considers the biological and sociological aspects of play and its increasing importance in modern life. From a practical point of view the course deals with the problems faced by the director of leisure-time activities in the community, in the school, or on the playground. The course should be of special interest to students who contemplate entering social work or teaching.

16-23 History of Physical Education—To provide a valuable background for students in this field, this course traces the whole history of physical education from the days of the Greeks and the Romans up to the present. Attention is given to a number of special systems of training which have been developed in Europe.

The course is required of all students electing Physical Education as a minor field.

16-24 Administration of Physical Education—This course is designed to acquaint students in the field of physical education with many of the administrative problems which are likely to arise in connection with their work. The subject matter includes a consideration of the objectives of the physical education program, personnel required, and various allied subjects, such as gymnasias, athletic fields, and the construction and maintenance of these units. The conduct of the athletic program including requirements for equipment, arrangements of schedules, coaching, meets, etc., is also included.

Required of all students electing Physical Education as a minor field.

16-25 Football—This course is designed to furnish the student interested in football coaching with a thorough knowledge of the sport. Careful consideration is given to the fundamentals in discussing the plays of each position in the line and backfield. Various well-known offensive and defensive systems are discussed for the purpose of considering their general merits, as well as adaptations to particular situations. Training and conditioning, rules and interpretation, and officiating are given proper attention.

16-26 Track and Field Events—The course considers the care and training of track athletes. Practice schedules, selection of material, conduct of meets, etc., are discussed. The viewpoint from which the topics are treated is that of the student of coaching technique. In connection with this course, action pictures taken from actual performances by world champions, together with moving pictures, are of great value in demonstrating the style and technique of track and field events.

16-27 Basketball and Baseball—Various systems in use throughout the country are compared and contrasted. Team play, offense, defense, signal systems, training and conditioning, rules, and officiating are among the topics studied. The student in this course should acquire a thorough knowledge of all phases of the sports.

Physics

15-01 Physics—A study of the fundamental principles of mechanics. The topics treated are kinematics, dynamics, and statics.

15-02 Physics—This course completes the study of mechanics, and starts the subject of electricity and magnetism. Energy, power, machines, vibratory motion, elasticity, fluids, magnetism and electrostatics are studied.

15-03 Physics—Continues the subject of electricity. The topics covered are resistivity, circuits, electromagnetism, magnetic circuits and condensers.

15-04 Physics—Completes the study of electricity. Basic principles of alternating current generation and series circuits, thermoelectric, photoelectric, and thermionic effects, and electromagnetic radiation are the topics studied.

15-05 Physics—A first course in the study of light, covering all the details within the scope of standard college texts on the subject. Lectures, demonstrations, and laboratory experiments on selected topics in mechanics and light.

15-06 Physics—A study of wave motion, sound and heat. Lectures, demonstrations, and laboratory experiments, the latter covering topics in sound, heat, and electricity.

15-07 Survey of Physical Sciences—This sequence of courses is designed to give students who are majoring in nonscience fields an understanding of the contributions and place of the physical sciences in contemporary civilization. In this course attention is directed to the fundamental phases of physics. The classwork will be supplemented by demonstrations and motion pictures.

15-08 Survey of Physical Sciences—A continuation of 15-07, emphasizing the various phases of physics. Everyday applications of physics in the household are stressed.

15-09 Survey of Physical Sciences—In this course consideration is given to the basic processes of chemistry and their significance. The latter part of the term is devoted to topics in astronomy.

15-10 Survey of Physical Sciences—The contribution of geology to an understanding of our physical world is the subject of this course. Certain aspects of meteorology receive attention.

15-11 General Physics—A study of the fundamental principles of mechanics. Lectures and demonstrations only.

15-12 General Physics—The topics covered are heat, wave motion, sound and light. In addition to lectures and demonstrations the student performs experiments in the laboratory illustrating the above topics and those covered in 15-11.

15-13 General Physics—A thorough study of the basic principles of electricity and magnetism. Lectures, demonstrations, and laboratory experiments.

15-14 Advanced Physics—Selected topics in electricity, magnetism, and basic electronics. For chemistry majors only.

15-15 Advanced Physics—Selected topics in optics. For chemistry majors only.

15-20 Optics—This is a course in the more advanced forms of geometrical optics and the study of physical optics.

15-21 Optics—Continuing 15-20, a detailed study is made of physical optics with some time spent on modern spectroscopic theory.

15-22 Acoustics—A complete mathematical study of the modes of vibration of strings, pipes, membranes, and a consideration of vibrating systems in general.

15-23 Acoustics—A course in the application of the principles of 15-22 to the problems of speech, audition, sound, filters, musical instruments, and the acoustics of auditoriums.

15-24 Electronics—This course is designed to make the student familiar with the principles, operation and application of electronic devices. Direct current circuits, alternating current circuits, measuring devices, thermionic tubes, and electronic principles are studied.

15-25 Electronics—Continuing the work of the first term, audio amplifiers and oscillators, high frequency amplifiers and oscillators, frequency measurements, photo cells, detectors, radio, and some special applications are studied.

15-26 Modern Physics—Consideration is given to molecular relations, and then to atomic structure, quantum mechanics, and allied subjects.

15-27 Modern Physics—Radioactivity, artificial transmutation, nuclear structure, and the devices for studying these phenomena are here presented. Some time is also given to the Stark, Zeeman, and Raman effects, and to X radiation and cosmic rays.

15-65 Thesis—See statement on Theses, page 123.

15-66 Thesis—A continuation of 15-65.

15-101 Theoretical Physics—Vector analysis, dynamics, hydrodynamics, thermodynamics, statistical mechanics.

(For graduate students only.)

15-102 Theoretical Physics—Kinetic theory of gases, electrical theory, magnetic theory, optics, spectra.

(For graduate students only.)

15-103 Quantum Mechanics—Quantum phenomena, Schrodinger equation, potential barriers, classical atomic dynamics, linear harmonic oscillator, rigid rotator.

(For graduate students only.)

15-104 Quantum Mechanics—The hydrogen atom, Van der Waal's forces, perturbation theory, the helium atom, the hydrogen molecule, valence bonds, radiation.

(For graduate students only.)

15-105 Applied Mathematics—Elliptical integrals, matrices, algebraic and trigonometric series, line and surface integrals, some differential equations of physics.

(For graduate students only.)

15-107 Graduate Thesis—Thesis work for graduate students.

15-108 Graduate Thesis—Thesis work for graduate students.

15-109 Graduate Thesis—Thesis work for graduate students.

15-110 Graduate Thesis—Thesis work for graduate students.

Psychology

25-01 Introductory Psychology—An elementary study of the structure, functions, and laws of mental life. The course considers the special relation of psychology to the social sciences; the scientific approach to a study of mental processes; the dynamics of animal and human behavior; the relationship between the individual's environment, his response mechanisms, and his personality; the biological and social sources of drives, desires, wishes, and incentives and their relation to interest, effort, adjustment, and maladjustment.

25-02 General Psychology—The course makes a systematic study of the psychological mechanisms underlying human behavior and it presents the more important theories of thought and action. It deals with the neurophysiological and psychological mechanisms involved in learning, memory, thought, imagination, motivation, emotion, sensation, and perception; the nature and extent of individual differences; aptitudes and aptitude testing. It emphasizes the practical application of psychological principles to mental and social adjustment. It presents the main problems in psychology and gives the points of view of the different schools of thought.

25-11 Individual Differences—This course is a prerequisite to most advanced courses. Differences in behavior patterns will be considered in relation to environment, heredity, race and training. An introduction to statistical methods will be included.

25-12 Experimental Psychology I—The Psychology of Learning. An experimental study of the learning process. The laboratory work will center around the conditions which affect learning. Examples of such conditions are the effect of drugs, the relation of learning to length of lesson, amount and difficulty of material, and the mode of attack. Laboratory reports are required.

25-13 Experimental Psychology II—The Perceptual Process. Attention, association, thinking and feeling are investigated experimentally. The primary purpose of the experiments is to acquaint the student with procedures and techniques involved in the study of the above concepts. Laboratory reports are required.

25-14 Experimental Psychology III—The Senses. The structure and function of the senses, the nature of adequate stimuli, and the laboratory techniques for studying the sensory processes are the chief topics. Laboratory reports are required.

25-15 Educational Psychology I—This course will be approached from the professional educator's point of view. The principles of behavior and the physical and motor, emotional, social, mental and intellectual development will be discussed. Such information will be oriented to education and to the principles of learning. It will deal with the implication of psychology for both.

25-16 Educational Psychology II—This course will emphasize the psychology of motivation. Attention will be given to educational problems. The effects of social demands, family pressures, economic factors, emotionality, school demands, variations in intelligence, etc., will be related to the process of education and learning. Testing, the control of learning, teacher-pupil relationships, and problems of mental hygiene will be considered. Some case material will be presented from time to time.

25-17 Measurements I—Intelligence Testing. In addition to regular class-work, the student will be supervised in the administration of individual intelligence tests such as the Stanford-Binet and the Wechsler Bellevue.

25-18 Measurements II—Personality Tests. The course will give the student training in the administration and interpretation of selected personality tests.

25-19 Measurements III—Trade and Aptitude Tests. The student will receive practical training in the administration, scoring and interpretation of tests used in vocational and educational guidance.

25-29 Psychology of Personality—Emphasis will be placed on the biological and social factors involved in the development of personality.

25-31 Abnormal Psychology I—A detailed account of the minor personality disturbances and social maladjustments. A review of the principal conceptions of personality development and disintegration. An evaluation of the typical objective measures of normal and abnormal personalities. The causation and structure of the psychoneuroses. The causes, diagnosis, treatment and prevention of various types of mental disorders.

25-32 Abnormal Psychology II—The development of the subject from the minor manifestations of the hypnagogic state, through dreams, hypnotism, hysteria and multiple personality to the more widely divergent conditions appearing in some forms of insanity. The symptomatology of mental disorders; ancient and modern ideas of causation; a critical evaluation of the psychological conceptions underlying diagnosis, therapy, and custodial care. Mental hygiene. Supplementary lectures on amnesia, religious and mystical experiences, extrasensory perception, occult phenomena.

25-33 Social Psychology—A study of the psychological factors underlying human relations with emphasis upon social motivation, nature and development of groups, social movements and institutions, antisocial behavior, social controls, leadership, co-operation, war, propaganda, racial prejudice.

In addition, the course seeks to elucidate the methods and the techniques which yield trustworthy data regarding social phenomena.

25-34 Child Psychology—A survey of the growth and development of children. The course studies the biological, organic, cultural, and psychological determinants of personality structure and development; the

child's conception of the world; the problems of adolescence; the mental and physical characteristics of exceptional children; and the causes of malbehavior.

Special attention is given to the treatment of problem children through a change or modification of the environment, institutional care, and the application of psychological techniques.

25-35 Industrial Psychology—A study of the principles and techniques of psychology in their relation to the problems which affect industrial efficiency. The course includes such topics as training and transfer, fatigue, monotony, motivation, accident prevention, conditions and methods of work, vocational fitness, adjustment, and the techniques of human control.

Special consideration is given to the motives controlling owner and manager of industry and that of the employees; to the conflicts of desire which result; to the emotional appeals which are used to resolve these conflicts; and to the unconscious impulses which are rationalized in idealistic and philosophical formulations.

25-36 Industrial Psychology—A continuation of 25-35.

25-41 Advanced Psychology I—The historical background of modern psychology in the light of philosophical, biological, and general scientific antecedents. A critical survey of the experimental and theoretical literature under the heading of learning and memory, thinking and reasoning, work and fatigue, physiological and genetic psychology, feeling and emotion. Psychophysiological techniques for the study of processes involved in sensory and perceptual experiences. Comparative psychology. Biopsychology. Psychometric techniques.

25-42 Advanced Psychology II—A critical survey of the various schools, systems, or points of view in modern psychology. A study and critical evaluation of developments in contemporary psychological theory and of articles in current psychological periodicals.

25-61 Directed Study—May be elected with the consent of the department by qualified seniors majoring in psychology.

25-62 Directed Study—A continuation of 25-61.

25-71 Seminar—Required of juniors majoring in psychology.

25-72 Seminar—A continuation of 25-71.

25-73 Seminar—Required of seniors majoring in psychology.

25-74 Seminar—A continuation of 25-73.

Sociology

26-01 Principles of Sociology—In presenting a survey of the origins and sources of human society, this study provides orientation for the courses in principles and problems which follow. The several theories of organic evolution are discussed. The antiquity of man and basic anthropological data are considered. The racial and ethnic groupings of man are then studied in the light of biological, geographical, and cultural factors.

26-02 Principles of Sociology—Facts and principles basic to a general knowledge of the field of sociology are presented. The origins, forms, and forces of human associations are discussed. Consideration is given the several leading schools of sociological thought. The course is designed to meet the needs of the student who desires only an elementary survey of the subject as well as the student who plans to take advanced courses in social science.

26-11 Social Problems—Attention is given the nature, complex causation, and interrelatedness of social problems in general. Cultural change, with its attendant lags, as well as other social forces and conflicts are studied. While sociological theory is occasionally introduced to clarify the problem at hand, the course is essentially practical in character. Such problems as poverty and unemployment, race antagonisms, population pressures, and the broken home are considered. Optional field trips to various institutions give concreteness to the problems studied.

26-12 Social Problems—Similar to 26-11 in background and approach, this course deals with the maladjustments and ills of human society. Emphasis is given those pathological conditions which exist in relations between the individual and the group. Typical subjects presented include mental defectiveness and disease, alcoholism and drug addiction, suicide, delinquency and crime, and pathologies of domestic relations. The field trips arranged for this course add to the practical knowledge of the social ills which are studied.

26-13 Social Ethics—To clarify the meaning of morality in social relations is the aim of this study. Right and wrong conduct is analyzed in the light of the highest values for human society. Moral laws are discussed, and the various systems of ethics are evaluated. Scientific attitudes are encouraged in order that one's moral judgments may be compatible with one's best reflective thought.

26-14 Social Ethics—Problems arising from differences in moral standards found in the various social groups will be examined. The question of ethical relativism and determinism will be considered. A selected number of specific problems in social ethics will be discussed.

26-15 The Family—The historical development of the family is first traced, after which the course focuses upon the modern family. The monogamic family is contrasted with other types, and such unconventional forms as companionate and trial marriages are evaluated. Then follows an intensive study of family problems. A constructive program is presented for strengthening the family as a basic unit in society.

26-16 Criminology—Delinquency and crime are defined and classified, and their causal factors indicated. The various theories as to what makes criminals are dealt with, and a brief history of crime is sketched. Legal and economic aspects of crime are summarized, but the study is mainly sociological. Attention is paid to the prevention and correction of criminal behavior and to dealing with offenders. Local institutions are visited.

26-17 Urban Sociology—Upon studying the complex human society found in the various cities of the world, this course then turns to an analysis of the modern American city. Its types, social values, and pathological elements are discussed. Methods of city planning are considered. The belief on the part of some sociologists that democracy is doomed by its cities is examined in the light of typical problems of urban society.

26-18 Social Progress—The historical development of the theory of progress, contemporary concepts of social progress, the agents of progress, and the phenomenon of regression are several of the subjects for study.

26-19 Sociological Theory—With emphasis upon modern authorities, this course surveys the chief systems of sociological thought and the personalities who have made outstanding contributions to the field. Such leading thinkers as Sumner, Ward, Gumpłowicz, Durkheim, and Pareto are studied. The relation of sociological theory to contemporary world movements is stressed.

26-20 American Social Thought—Beginning with such early social philosophers as Thomas Jefferson and Thomas Paine, this course deals with the significant contributions to the stream of our national culture. The sociological concepts, forces, and institutions—which have produced what is commonly designated as the American way of life—are analyzed and evaluated.

26-21 Sociology of Religion—Religious beliefs, practices, and institutions are examined and evaluated in relation to their effects upon society at large. The great religions of the world are compared in the light of their contributions to the well-being and progress of mankind. The social creeds of the several leading denominations in America are discussed with respect to their attitudes towards race, industry, war, and other social problems. The influences of organized religion upon politics and educational institutions are given attention.

26-22 Principles of Social Work—This course is designed to prepare the student for part-time or full-time participation, either on a voluntary or professional basis, in any of the major social service agencies. Methods and techniques are studied, and the practical problems are discussed. Several representatives from the various agencies will give occasional lectures. Field trips are offered.

26-61 Seminar—Assigned readings and reports on selected topics. May be elected with the consent of the department by qualified seniors majoring in sociology.

26-62 Seminar—A continuation of 26-61.

Theses

A thesis in the College of Liberal Arts is considered to be an essay involving the statement, analysis, and solution of some problem in a

special field. Its purpose is to demonstrate a satisfactory degree of initiative and power of original thought and work on the part of the candidate. A mere resume of existing knowledge in some subject is not acceptable. This, it is true, must usually be made, but in addition thereto the student must show an ability to deal constructively with the data which have been collected and the power to draw significant and reliable conclusions from the investigations. The completed thesis will be examined for acceptance or rejection from the technical viewpoint by the major departments interested and then forwarded to the Secretary of the Faculty. Final approval of the thesis rests with the Dean. When it is accepted, the thesis becomes the property of the college and is not to be printed, published, nor in any other way made public except in such manner as the major department and the Dean shall jointly approve.

Frequently thesis subjects may be chosen on problems arising where the student is employed at co-operative work. Employers are usually glad to consult with the student in the selection of the subject and the subsequent development of the thesis.

When theses are conducted in this manner, it is understood that the employer is not expected by the University to assume any expense of the thesis nor to furnish any supplies or equipment to be used in the development of the thesis other than those which he may consider it advisable and desirable to place at the disposal of the students. The regulations governing the use of laboratories and buildings of the co-operating firms will vary in practically all cases and each student must naturally be governed definitely by the regulations existing at the plant where the thesis is to be conducted.

It is understood that the thesis work must not in any way interfere with the regular required co-operative work and must be done during hours distinctly outside of regular co-operative work hours unless special request is made by the co-operating firm for some other arrangement.

Theses conducted in conjunction with co-operating firms must be submitted in duplicate, one copy to be presented by the Dean to the co-operating employer.

Theses are not required of seniors in the College of Liberal Arts. To certain students who wish to do so, however, the privilege of writing a thesis may be granted by the Faculty Committee on Theses in accordance with the following regulations:

1. To be eligible to write a thesis a student must have attained a scholastic average of at least 2.0 or better through the middler year and the first half of the junior year.
2. Students who have met this minimum requirement may petition for the privilege of substituting a thesis for formal classroom work.
3. In this petition the student must state the subject which is to be investigated and give a brief statement of the purpose and scope of the proposed thesis.
4. Petitions for the privilege of writing theses must be submitted in writing to the head of the student's major department not later than the middle of the second term of the junior year.

NORTHEASTERN UNIVERSITY

COLLEGE OF BUSINESS ADMINISTRATION

Admission Requirements and Courses of Study

1947-1948



(CO-EDUCATIONAL)

BOSTON 15, MASSACHUSETTS
JANUARY, 1947

THE COLLEGE OF BUSINESS ADMINISTRATION

Business and Education

TODAY as never before "Business" is co-operating with educational institutions in the training of young men and women who are looking forward to positions in business at the administrative level. The need for professionalization in the major fields of business administration became apparent in the "New Deal" thirties and has been strengthened by the requirements of conversion and reconversion. Accountancy has established itself as a profession, and the day is coming when the administrative positions in industrial relations, advertising, marketing, finance, insurance, and general management will offer the prestige of professionalization. The College of Business Administration offers accredited programs of study to meet the educational needs of the young men and women who hope to fill these positions.

Although it is true that collegiate training for business is relatively new in the field of higher education, it is also evident that collegiate business schools are beyond the stage of early experimentation and have emerged on a level with other college courses recognized as higher education. There is a certain advantage in newness in that the mere youth of the college keeps it up to date in its outlook and scope of activity. In addition, it is not bound by the traditional but obsolete practices sometimes found in older branches of education.

We hear a good deal today about the increasing need for specialists in business. It is asserted that modern business institutions have become so large that no one individual can administer the many matters of routine involving executive judgment. The need for specialists is self-evident, but the training best suited for preparing the individual to take over specialized executive authority is not so evident. There are many schools offering a short course of training in preparation for these specialized positions. Such training cannot give the individual the breadth of vision needed to go beyond minor managerial jobs demanding attention to the exhausting details of daily routine.

To pass beyond this on the way to responsibility of truly executive nature a background of general business and related knowledge is essential. This background should precede the specialized study into a particular branch of business, enabling one to see the whole business and industrial picture and not merely one branch of it. Executive administration cannot be taught with any adequacy by attacking one subject, no matter how carefully planned the approach and how thorough the course of study. For instance, accounting is not the only means of arriving at a production budget based on sales estimates; it is but one of the tools. A knowledge of marketing, finance, statistics, and management technique is also needed.

For this reason the academic content of the different curricula in the College of Business Administration is divided roughly as follows: one-eighth in English (writing and speaking), one-third in the social sciences, one-quarter in a special branch of business, and one-quarter in related business subjects. This subject matter content is equivalent to that offered in the traditional four-year undergraduate business curricula. Since, however, periods of probation and apprenticeship are inherent in the nature of positions at the administrative level, the Northeastern programs based upon the co-operative plan are especially significant.

Aims of the College

In keeping with current trends in collegiate business education, the educational policy of the college is directed toward the achievement of the following purposes:

First: To offer that type of education for business which will enable men and women to select most advisedly the field of business best suited to their aptitudes. The Co-operative Plan is particularly effective in this respect.

Second: To build for breadth of perspective in preference to over-specialization with its narrowing effects. To eliminate haphazard selection of courses, through concentration upon balanced, carefully coordinated curricula, in order to provide an adequate background for specialization and yet not overlook professional needs and requirements.

Third: To provide a thorough knowledge of fundamental economic laws and an understanding of their applications to business.

Fourth: To develop the habits of accurate thinking that are essential to sound judgment.

Fifth: To develop attitudes and ideals that are ethically sound and socially desirable.

Methods

In order that these aims may be realized as fully as possible, the college makes use of the problem and the case methods of instruction in addition to the lecture and recitation system. Textbook reading alone is almost valueless; students tend to accept without question what the textbook presents. Instead, they should learn to analyze every proposition, to challenge unsupported assertions, to think independently, and to support their thinking with logic and facts.

Hence, concrete problems and cases which executives have faced in accounting, marketing, organizing, and the like constitute the bulk of classwork. Students analyze problems, break them into their constituent parts, discover and list the factors for and against possible solutions, and work out a logical conclusion. In class they discuss their work with their instructors in the light of the latter's broader knowledge.

Such a method tends to develop an executive attitude. No lecture or mere reading of textbooks can do so. Students gain skill and facility in solving problems by actually solving many hundreds of them, thereby

accumulating a ripe experience seldom open to the employee buried in routine and mechanical detail. What counts in business, as elsewhere, is not solely whether one possesses much knowledge, but whether through his knowledge one can logically and effectively solve the problems he confronts, or possibly prevent problems from arising. Experience in solving typical problems provides a background for anticipating and forestalling similar ones as well as for solving others that may arise.

The methods of Northeastern for accomplishing its aims are not limited to the work of the classroom. Northeastern places great emphasis upon the power of co-operative work. During the co-op work periods students obtain the basic experience and the practical know-how that gives them some standing in the field of their choice. Also as a part of its methods, Northeastern offers a broad program of student activities, and every student is encouraged to participate. The personal growth that comes from participation in athletics, musical clubs, class affairs, professional societies, etc., is an asset to every student who aspires to business leadership.

Equipment

Visual Education Equipment—Classroom instruction is made more effective by the use of motion pictures and lantern slides. For this purpose there are available projectors for 16 mm. and 35 mm. films. Complete sound motion picture apparatus is also available. New and powerful Delineascopes project the lantern slides. Stationary as well as portable daylight screens enable students to take notes while viewing the pictures.

Business Laboratory—Students have available for laboratory work in accounting and statistical methods all of the commonly used office machines. These are available in a special room together with necessary library services, including Moody's Manuals, Poor's Manuals, and various charts and maps.

The laboratory is in charge of a graduate assistant whose work is to maintain the equipment in excellent condition and to give instruction in the use of the various office machines.

Principal pieces of equipment in the laboratory include duplicators, typewriters, hand and electric calculators, and both hand and electric adding machines.

Admission Requirements

Applicants for admission to the freshman class without restrictions must qualify by one of the following methods:

1. Graduation from an approved course of study in an accredited secondary school, including prescribed subjects listed below.

2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Department of Admissions.

3. Examinations.

Applicants whose secondary school records are satisfactory are not required to take entrance examinations in high school subjects, but all candidates for the freshman class are asked to come to Northeastern University to take scholastic aptitude tests.

Prescribed Subjects for Admission

College of Business Administration

Algebra	1 unit
Natural science	1 unit
Science, social studies, mathematics and/or foreign language	6 units
English (four years)	3 units
Electives	4 units
<hr/>	
Total	15 units

A unit is a credit given to an acceptable secondary school course which meets at least four times a week for periods of not less than forty minutes each throughout the school year.

The Committee on Admissions reserves the right to require a candidate to be present for an examination in any subjects that it may deem necessary because of some weakness in the secondary school record.

Other Requirements

These formal requirements are necessary and desirable in that they tend to provide all entering students with a common ground upon which the first year of the college curriculum can be based. But academic credits alone are not an adequate indication of a student's ability to profit by a college education. Consequently, the Department of Admissions takes into consideration, along with the formal requirements stated above, other factors regarding candidates for the freshman class. A student's interests and aptitudes in so far as these can be determined, capacity for hard work, attitude toward classmates and teachers in high school, physical stamina, and most important of all, character, are considered. In this way the University seeks to select for its student body those who not only meet the academic admission requirements but who also give

promise of acquitting themselves creditably in the rigorous program of training afforded by the Co-operative Plan and of being useful members of society.

Personal Interview

A personal interview is always preferred to correspondence, and parents are urged to accompany the applicant whenever this is possible. Effective guidance depends in large measure upon a complete knowledge of a student's background and problems. Parents invariably are able to contribute information that aids the admissions officer in arriving at a decision.

Candidates should visit the Office of Admissions for personal interview if it is possible for them to do so before submitting their applications. Office hours are from 9:00 A.M. to 4:00 P.M. daily; Saturdays to 12:00 M. The Department of Admissions will interview applicants on Wednesday evenings but by appointment only.

Application for Admission

Each applicant for admission is required to fill out an application blank stating previous education, as well as the names of persons to whom reference may be made.

A fee of five dollars (\$5.00) is required when the application is filed. This fee is nonreturnable.

The last page of this catalog is in the form of an application blank. It should be filled out in ink and forwarded with the required five-dollar fee to the Director of Admissions, Northeastern University, Boston 15, Massachusetts.

Checks should be made out to Northeastern University.

Upon receipt of the application, properly filled out, the University secures the references and secondary school record. As soon as possible after the Committee on Admissions has reviewed the completed application, a report of the status with respect to admission will be sent to each candidate.

Early filing of applications is recommended.

The University reserves the right to place any entering student upon an indefinite trial period. Reclassification will be determined upon the academic success of the student.

Registration

Eligibility for admission does not constitute registration. Freshmen will register at the University on Thursday, September 4, 1947, and Thursday, November 13, 1947. Students are not considered to have met the requirements for admission until they have successfully passed the required physical examination.

Advanced Standing

Students transferring from approved colleges will be admitted to advanced standing provided their records warrant it. Whenever a person enters with advanced standing and later proves to have had inadequate

preparation in any prerequisite subjects, the faculty reserves the right to require the student to make up such deficiencies.

Applicants seeking advanced standing should arrange to have transcripts of their previous college records forwarded with their initial inquiry. Students admitted to advanced standing are not eligible for placement for co-operative work until they have completed a full year of academic work at the University.

Requirements for Graduation

Students may qualify for the degree of Bachelor of Science in Business Administration in one of the following options: Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management.

Candidates for the Bachelor of Science degree must complete all of the prescribed work of the curriculum in which they seek to qualify with a degree of proficiency acceptable to the faculty. Students who undertake co-operative work assignments must also meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

Students transferring from another college or university are not eligible to receive the B.S. degree until they have completed at least one academic year at Northeastern immediately preceding their graduation.

Scholarship Requirements

Students who fail to show satisfactory standards of general efficiency in their professional fields may be required to demonstrate their qualifications for the degree by taking such additional work as the faculty may prescribe. Those who are clearly unable to meet the accepted standard of attainment may be required to withdraw from the University. The degree conferred not only represents the formal completion of the subjects in the selected course of study but also indicates professional competence in the designated field of business administration.

Graduation with Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Thesis Option

Theses are not required of candidates for the degree of Bachelor of Science in Business Administration. Students who show special aptitude for thesis work, however, may be permitted to substitute an appropriate thesis for equivalent work in class. Such permission must be obtained by the candidate from the Dean of the college.

The Programs of Study

First Year

A full year of thirty weeks is devoted to a survey of the economic, political, and social institutions that underlie the conduct of business.

The basic tool of business, the keeping of accounts, is introduced during the first year to provide a practical check upon the interest and capacity of each student in the College of Business Administration.

English is given an important place and other courses fill the personal needs of the student and prepare him for the more advanced work. Throughout the year each student has the friendly counsel and guidance of a faculty adviser whose aim is to help bridge the gap between high school and college.

Upperclass Years

For those who elect the five-year Co-operative Plan, training on the job starts with the second year.

At the end of the second year, at the close of term 6, students elect their curricular options in accordance with their major fields of interest and natural aptitudes.

In each of terms 11, 12, 14, and 15 each student will elect a 4-credits course from a group of selected courses. A student may, for instance, elect to take a series of courses in a language or to take advanced courses in economics, history, government, sociology, psychology, or to take particular courses in other fields of study. The list of elective subjects for each term will be somewhat limited by schedule conflicts with the prescribed program of study but as wide a selection as practicable will be offered.

During the last year all students attend a series of meetings designed to prepare them for entrance into the business world. Under expert guidance each student prepares a complete personnel record, studies himself and the opportunities that are open to him, and generally establishes himself for his "commencement."

The Professional Options

All students are required to take common courses which are deemed necessary for a well-rounded training. These are pursued jointly with the professional work which has been selected, with a view to meeting the changing and expanding needs of present-day business conduct, while at the same time meeting the vocational needs of the students by way of earning a living. A brief statement of the vocational opportunities in the fields of work represented by each of the professional options follows:

I. Accounting—Many successful careers are open to the professional accountants. Their services are demanded by business, commerce and industry. Public and private enterprises seek adequately trained men and women. Better known among the wide variety of titles descriptive

of their work are public and private accountant, cost accountant, resident and traveling auditor, credit manager, statistician, investigator, adjuster, and financial accountant.

II. Industrial Relations—The day is past when “anyone” can direct labor-management relations. A host of opportunities exist, therefore, in this newer field, the human side of conducting a business. Both unions and management offer a wide selection of positions in personnel, bargaining, wage administration and public relations. The government, too, has many openings for men and women who have taken this program of studies.

III. Marketing and Advertising—Business and industry must sell their services and products to each other and to the general public. Successful selling means more than being a salesman. It demands knowledge of distribution channels, markets and buying habits, as well as sales resistance. It means also knowing how to buy in order to sell and then how to organize, promote, and carry out a sales campaign.

The following list is representative of the vast array of marketing and advertising occupations: sales manager, supervisor, analyst and correspondent, advertising manager, promotion manager, copy supervisor, space buyer, and publicity director; market, product and sales analyst, industrial salesman, sales personnel supervisor, field representative, missionary salesman, manufacturer's agent, merchandise manager, and retail store operator.

IV. Finance and Insurance—Financial institutions serving present-day business and industry are its life stream. Any list of these organizations which are indispensable in the conduct of business must include banks, insurance companies, investment houses, credit concerns, financial exchanges, business forecasting organizations, financial service institutions, mortgage companies, national and local real estate brokerage firms, and appraisers.

Specific courses offered in Northeastern University's College of Business Administration open the door to a host of careers in these institutions as well as the many governmental regulatory agencies controlling their operations.

V. Business Management—This curriculum might be called the basic program of the College of Business Administration. Graduates in Business Management find posts in small business, big business, and public service.

Here is the field of training for the person whose ambition is to start a business of his own.

Here is the field of training for the person who is thinking in terms of production control, planning, methods analysis, purchasing, traffic control, or other supervisory and executive work.

Here is the field of training for the person who is keenly aware of the possibilities in public administration. Increased use of city-management

plans and increased number and prestige of civil service careers present a wide group of opportunities to graduates of this program.

Prelegal Curriculum

Effective September 1, 1938, by a ruling of the Supreme Judicial Court of Massachusetts, in order to be eligible for examination for admission to the bar, an applicant must have completed certain general educational requirements before beginning his legal education. Briefly, this general education must comprise graduation from a four-year high school and the completion of not less than half of the work accepted for the Bachelor's degree in a college approved by the Board of Bar Examiners.

Recognizing that business training furnishes an excellent background for prelegal training, the College of Business Administration offers a prelegal curriculum. This consists of taking an amount of work in the college equivalent to that required for admission to specific law schools in the Commonwealth, and usually requires residence in school for sixty-five weeks of instruction.

Combined Program Business Administration and Law

The combined curriculum in the College of Business Administration and the School of Law enables students to reduce by one year the time ordinarily required for obtaining the B.S. in Business Administration and the LL.B. degrees. Students who have completed before entering the School of Law at least 175 Northeastern credits of academic work of which at least 120 must have been earned in the Northeastern University College of Business Administration, and who have fulfilled all other graduation requirements, will receive the B.S. degree in Business Administration upon the satisfactory completion of the full first year program in the Day Division of the School of Law. Students who enter the Evening Division of the School of Law will be eligible for the first degree upon satisfactory completion of the full equivalent of the first year of the day Law School program.

In both instances the first degree will be conferred at the next Commencement following determination of eligibility for the first degree.

Curriculum in Accounting (41)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3
20-01	Econ. Geog.	3	0	6	3	20-02	Econ. Geog.	3	0	6	3
22-01	Am. Govt.	3	0	6	3	22-02	Am. Govt.	3	0	6	3
41-01	Int. to Acct.	2	2	8	4	41-02	Prin. of Acct.	2	2	8	4
23-01	Hist. Civil.	3	0	6	3	23-02	Hist. Civil.	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0	
		15	4	34	17			15	4	34	17
		15	4	34	17			15	4	34	17

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-04	English	5	0	10	2½	43-01	Prin. Mktg.	3	0	6	3
12-05	Graph. Pres.	3	6	9	3	44-01	Prin. Bkg.	3	0	6	3
23-04	Hist. Civil.	4	0	8	2	30-05	Public Spkg.	4	0	5	3
						41-04	Inter. Acctg.	2	2	8	4
						25-01	Intro. Psych.	4	0	8	4
		12	6	27	7½			16	2	33	17
		12	6	27	7½			16	2	33	17

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
20-13	Prin. Econ.	8	0	16	4	20-14	Econ. Probs.	4	0	8	4
46-01	Bus. Law I (Contracts)	8	0	13	3½	44-11	Bus. Fin.	4	0	8	4
						45-01	In. Mgt.	4	0	8	4
						41-11	Cost Acctg.	3	3	9	5
		16	0	29	7½			15	3	33	17
		16	0	29	7½			15	3	33	17

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
46-02	Bus. Law II (Neg. Instr.)	9	0	15	4	20-20	Statistics	3	2	7	4
41-21	Prob. in Ac.	5	5	11	3½	20-18	Am. Ec. Hist.	4	0	8	4
						45-03	Bus. Mach.	0	3	0	1
						41-15	Trust Acctg.	2	4	6	4
							Elective	4	0	8	4
		14	5	26	7½			13	9	29	17
		14	5	26	7½			13	9	29	17

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-08	Bus. Comm.	5	4	9	3	45-31	Bus. & Gov.	4	0	8	4
20-27	Int. Ec. Rel.	3	0	6	1½	46-11	Bus. Law III (Per. Prop. & Sales)	3	0	6	3
41-23	Acctg. Prob.	0	9	9	3						
						41-24	C.P.A. Prob.	2	2	5	3
						46-21	Inc. Tax Law	2	2	5	3
							Elective	4	0	8	4
		8	13	24	7½			15	4	32	17
		8	13	24	7½			15	4	32	17

*Summer term — 5 weeks.

Curriculum in Industrial Relations (42)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3
20-01	Econ. Geog.	3	0	6	3	20-02	Econ. Geog.	3	0	6	3
22-01	Am. Govt.	3	0	6	3	22-02	Am. Govt.	3	0	6	3
41-01	Int. to Acct.	2	2	8	4	41-02	Prin. of Acct.	2	2	8	4
23-01	Hist. Civil.	3	0	6	3	23-02	Hist. Civil.	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0	
		15	4	34	17			15	4	34	17

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-04	English	5	0	10	2½	43-01	Prin. Mktg.	3	0	6	3
12-05	Graph. Pres.	3	6	9	3	44-01	Prin. Bkg.	3	0	6	3
23-04	Hist. Civil.	4	0	8	2	30-05	Public Spkg.	4	0	5	3
						41-04	Inter. Acctg.	2	2	8	4
						25-01	Intro. Psych.	4	0	8	4
		12	6	27	7½			16	2	33	17

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
20-13	Prin. Econ.	8	0	16	4	20-14	Econ. Prob.	4	0	8	4
46-01	Bus. Law I	8	0	13	3½	26-01	Prin. Soc.	4	0	8	4
						45-01	In. Mgt.	4	0	8	4
						41-11	Cost Acctg.	3	3	9	5
		16	0	29	7½			15	3	33	17

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
46-02	Bus. Law II	9	0	15	4	20-20	Statistics	3	2	7	4
42-16	Testing	5	5	11	3½	20-18	Am. Ec. Hist.	4	0	8	4
						45-03	Bus. Mach.	0	3	0	1
						42-11	Pers. Adm.	4	0	8	4
						Elective		4	0	8	4
		14	5	26	7½			15	5	31	17

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-08	Bus. Comm.	5	4	9	3	45-31	Bus. & Gov.	4	0	8	4
20-27	Int. Ec. Rel.	3	0	6	1½	25-23	Ind. Psych.	3	0	6	3
42-20	Prod. Proc.	6	0	12	3	42-13	Wage Adm.	2	2	5	3
						42-22	I.R. Seminar	2	2	5	3
						Elective		4	0	8	4
		14	4	27	7½			15	4	32	17

*Summer term — 5 weeks.

Curriculum in Marketing and Advertising (43)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3
20-01	Econ. Geog.	3	0	6	3	20-02	Econ. Geog.	3	0	6	3
22-01	Am. Govt.	3	0	6	3	22-02	Am. Govt.	3	0	6	3
41-01	Int. to Acct.	2	2	8	4	41-02	Prin. of Acct.	2	2	8	4
23-01	Hist. Civil.	3	0	6	3	23-02	Hist. Civil.	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0	
		15	4	34	17			15	4	34	17
		15	4	34	17			15	4	34	17

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-04	English	5	0	10	2½	43-01	Prin. Mktg.	3	0	6	3
12-05	Graph. Pres.	3	6	9	3	44-01	Prin. Bkg.	3	0	6	3
23-04	Hist. Civil.	4	0	8	2	30-05	Pub. Spkg.	4	0	5	3
						41-04	Inter. Acct.	2	2	8	4
						25-01	Intro. Psych.	4	0	8	4
		12	6	27	7½			16	2	33	17
		12	6	27	7½			16	2	33	17

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
20-13	Prin. Econ.	8	0	16	4	20-14	Econ. Prob.	4	0	8	4
46-01	Bus. Law I	8	0	13	3½	26-01	Prin. Soc.	4	0	8	4
						45-01	Ind. Mgt.	4	0	8	4
						43-11	Sales Mgt.	3	3	9	5
		16	0	29	7½			15	3	33	17
		16	0	29	7½			15	3	33	17

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
46-02	Bus. Law II	9	0	15	4	20-20	Statistics	3	2	7	4
43-10	Conf. Ldrship	5	5	11	3½	20-18	Am. Ec. Hist.	4	0	8	4
						45-03	Bus. Mach.	0	3	0	1
						43-13	Probs. Advt.				
						Mkt.	0	6	6	4	
						Elective	4	0	8	4	
		14	5	26	7½			11	11	29	17
		14	5	26	7½			11	11	29	17

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-08	Bus. Comm.	5	4	9	3	45-31	Bus. & Gov.	4	0	8	4
20-27	Int. Ec. Rel.	3	0	6	1½	46-11	Bus. Law III	3	0	6	3
43-15	Adv. Prob.					43-21	Mdsg.	2	2	5	3
	Mkt., Advt.	0	9	9	3	43-23	Store Mgt.	2	2	5	3
						Elective	4	0	8	4	
		8	13	24	7½			15	4	32	17
		8	13	24	7½			15	4	32	17

*Summer term — 5 weeks.

Curriculum in Finance and Insurance (44)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.Pr.Cr.	No.	Course	Cl.	Lab.Pr.Cr.	No.	Course	Cl.	Lab.Pr.Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3
20-01	Econ. Geog.	3	0	6	3	20-02	Econ. Geog.	3	0	6	3
22-01	Am. Govt.	3	0	6	3	22-02	Am. Govt.	3	0	6	3
41-01	Int. to Acct.	2	2	8	4	41-02	Prin. of Ac.	2	2	8	4
23-01	Hist. Civil.	3	0	6	3	23-02	Hist. Civil.	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0	
		15	4	34	17			15	4	34	17
		15	4	34	17			15	4	34	17

SECOND YEAR

TERM 4*					TERM 5					TERM 6				
30-04 English	5	0	10	2½	43-01 Prin. Mktg.	3	0	6	3	43-02 Prin. Advrt.	3	0	6	3
12-05 Graph. Pres.	3	6	9	3	44-01 Prin. Bkg.	3	0	6	3	44-02 Prin. Ins.	3	0	6	3
23-04 Hist. Civil.	4	0	8	2	30-05 Public Spkg.	4	0	5	3	30-06 Pub. Spkg.	4	0	5	3
					41-04 Inter. Acct.	2	2	8	4	41-05 Inter. Acct.	2	2	8	4
					25-01 Intro.Psych.	4	0	8	4	25-02 Gen'l Psych.	4	0	8	4
	12	6	27	7½		16	2	33	17		16	2	33	17

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
20-13 Prin. Econ.	8	0	16	4	20-14 Econ. Prob.	4	0	8	4	20-15 Econ. Prob.	4	0	8	4
46-01 Bus. Law I	8	0	13	3½	44-11 Bus. Fin.	4	0	8	4	44-12 Bus. Fin.	4	0	8	4
					45-01 In. Mgt.	4	0	8	4	45-02 Ind. Mgt.	4	0	8	4
					41-11 Cost Acctg.	3	3	9	5	41-12 Cost Acctg.	3	3	9	5
	16	0	29	7½		15	3	33	17		15	3	33	17

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
46-02 Bus. Law II	9	0 15	4	20-20 Statistics	3	2 7	4	20-21 Statistics	3	2 7	4
43-10 Conf.Ldrshp	5	5 11	3½	20-18 Am.Ec.Hist.	4	0 8	4	20-26 Labor Econ.	4	0 8	4
				45-03 Bus. Mach.	0	3 0	1	45-04 Bus. Mach.	0	3 0	1
				41-15 Trust Acctg.	4	0 8	4	14-25 Math. of Fin.	4	0 8	4
				Elective	4	0 6	4	Elective	4	0 8	4
					14	5 29	17		15	5 31	17

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
30-08 Bus. Comm.	5	4	9	3	45-31 Bus. & Gov.	4	0	8	4	45-32 Bus. Pol.	4	0	8	4
20-27 Int. Ec. Rel.	3	0	6	1½	46-11 Bus. Law III	3	0	6	3	46-12 Bus. Law IV	3	0	6	3
44-21 Real Estate	6	0	12	3	44-22 Investments	2	2	5	3	44-23 Investments	2	2	5	3
					46-21 In. Tax Law	2	2	5	3	44-24 Pbs. Fin. Ins.	2	2	5	3
					Elective	4	0	8	4	Elective	4	0	8	4
	14	4	27	7½		15	4	32	17		15	4	32	17

*Summer term — 5 weeks.

Curriculum in Business Management (45)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
20-01	Econ. Geog.	3	0	6	3	20-02	Econ. Geog.	3	0	6	3	20-03	Econ. Geog.	3	0	6	3
22-01	Am. Govt.	3	0	6	3	22-02	Am. Govt.	3	0	6	3	22-03	Am. Govt.	3	0	6	3
41-01	Int. to Acct.	2	2	8	4	41-02	Int. to Acct.	2	2	8	4	41-03	Int. to Acct.	2	2	8	4
23-01	Hist. Civil.	3	0	6	3	23-02	Hist. Civil.	3	0	6	3	23-03	Hist. Civil.	4	0	8	4
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	4	34	17			15	4	34	17			15	4	34	17

SECOND YEAR

TERM 4*						TERM 5						TERM 6					
30-04 English	5	0	10	2½	43-01 Prin. Mktg.	3	0	6	3	43-02 Prin. Advt.	3	0	6	3			
12-05 Graph. Pres.	3	6	9	3	44-01 Prin. Bkg.	3	0	6	3	44-02 Prin. Ins.	3	0	6	3			
23-04 Hist. Civil.	4	0	8	2	30-05 Public Spkg.	4	0	5	3	30-06 Public Spkg.	4	0	5	3			
					41-04 Inter. Acct.	2	2	8	4	41-05 Inter. Acct.	2	2	8	4			
					25-01 Intro. Psych.	4	0	8	4	25-02 Gen'l Psych.	4	0	8	4			
	12	6	27	7½		16	2	33	17		16	2	33	17			

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
20-13 Prin. Econ.	8	0	16	4	20-14 Econ. Prob.	4	0	8	4	20-15 Econ. Prob.	4	0	8	4
46-01 Bus. Law I	8	0	13	3½	44-11 Bus. Fin.	4	0	8	4	44-12 Bus. Fin.	4	0	8	4
					45-01 In. Mgt.	4	0	8	4	45-02 Ind. Mgt.	4	0	8	4
					41-11 Cost Acct.	3	3	9	5	41-12 Cost Acct.	3	3	9	5

FOURTH YEAR

TERM 10*					TERM 11					TERM 12							
46-02	Bus. Law II	9	0	15	4	20-20	Statistics	3	2	7	4	20-21	Statistics	3	2	7	4
43-10	Conf.Ldrship	5	5	11	3½	20-18	Am.Ec.Hist.	4	0	8	4	20-26	Labor Econ.	4	0	8	4
						45-03	Bus. Mach.	0	3	0	1	45-04	Bus. Mach.	0	3	0	1
						42-11	Pers. Adm.	4	0	8	4	42-12	Pers. Admin.	4	0	8	4
						Elective		4	0	8	4	Elective		4	0	8	4
		14	5	26	7½			15	5	31	17			15	5	31	17

FIFTH YEAR

TERM 13*						TERM 14						TERM 15					
30-08	Bus. Comm.	5	4	9	3	45-31	Bus.& Gov.	4	0	8	4	45-32	Bus. Pol.	4	0	8	4
20-27	Int. Ec. Rel.	3	0	6	1½	46-11	Bus. Law III	3	0	6	3	46-12	Bus. Law IV	3	0	6	3
42-20	Prod. Proc.	6	0	12	3	45-21	Pub. Adm.	4	0	8	4	45-22	Pub. Admin.	4	0	8	4
						45-23	Traffic Mgt.	2	2	5	3	45-24	Adv. Mgt.	2	2	5	3
							Elective	3	0	6	3		Elective	3	0	6	3
		14	4	27	7½			16	2	33	17			16	2	33	17

*Summer term — 5 weeks.

Synopses of Courses of Instruction

On the pages which follow are given the synopses of courses offered in the several curricula of the College of Business Administration. Curricula of the three colleges on either the co-operative or full-time plan comprise 130 weeks of classroom instruction, namely, three ten-week periods in the freshman year and 100 weeks of upperclass work. On the Co-operative Plan, the upperclass courses are evenly distributed over four years so that each division of co-operative students has 25 weeks of college work, 26 weeks of co-operative work, and one week of vacation annually.

A complete list of the courses of instruction offered in each of the Day Colleges is included in a special section of the catalog beginning on page 205. This section lists the prerequisite and preparation requirements, class and laboratory hours per week, the number of hours normally required for study preparation hours, and the number of credits which have been assigned to each course.

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

Accounting

41-01 Introduction to Accounting—This course presents the fundamental principles of accounting theory and practice in a manner designed to meet the needs of students who intend to specialize in accounting as well as those who require a knowledge of accounting as a preparation for the study of industrial relations, banking and finance, production management, and marketing. Beginning with a consideration of the need for and the purpose served by accounting, a study of the balance sheet and operating statement is presented so that the ultimate goal and purpose of accounting is understood before the mechanical methods of recording business transactions are presented. The basic arithmetic operations will be reviewed and proficiency established in the handling of numbers.

41-02 Principles of Accounting—The course takes up specific balance sheet accounts; the law of debit and credit; the theory of nominal accounts; construction and interpretation of accounts; the recording process; the trial balance; construction of financial statements; the need for adjustments at the end of the period; depreciation; deferred and accrued items.

41-03 Principles of Accounting—This course continues the work of the first semester with increased emphasis placed on accounting and interpretation of accounts. The main topics covered are closing of books, starting the new period, comparative statements, control accounts, and the operation of petty cash systems.

41-04 Intermediate Accounting—This course is a continuation of the fundamental principles of accounting. Greater emphasis is placed, however,

on the accounting aspect of management. Special books, departmental accounts and statements, and accounting for manufacturing are specifically introduced. One of the main features of this course is the introduction of the analytical aspect of accounting.

41-05 Intermediate Accounting—The approach of 41-04 is continued with greater stress on the accounting rather than bookkeeping aspects. Continuity is aimed at throughout. Accounting for business organizations occupies the major part of the course. Formation and operation of partnerships and corporations are thoroughly covered. Special emphasis is placed on the valuation of partnership and corporation accounts. Problems dealing with branch accounting, installment sales, and bonds will also be studied in this course.

41-11 Cost Accounting—The structure of factory costs from the executive's viewpoint is studied in this course. The subject is approached chiefly from the management point of view. Problems are presented in a summarized form in order to stress the fundamental aspects of costs. Managerial control through the use of accounts is emphasized at the beginning of the course. Some of the specific topics covered are accumulation and distribution of cost data, process cost, job cost, historical cost, estimated cost, standard cost, and spoilage cost.

41-12 Cost Accounting—This course is designed to develop in the student the managerial ability to control production, operating, and distribution costs through the use of cost accounting and the budget. Methods of costing and controlling materials, labor, and expenses are considered in detail. Cost variations are analyzed. Joint cost and by-product cost are introduced.

41-15 Trust Accounting—Based on the requirements of the Probate Court of Massachusetts, this course will treat with the rules which govern the management of trust estates and the relationship existing between the trustee and the beneficiary, the legal and equitable estate in every trust, and the accounting principles and methods adapted to meet the requirements of periodical settlement of accounts and the reports to the probate court. The powers and duties of the trustee, the management of trust funds and the problems of principal and income are analyzed and studied in detail.

41-21 Problems in Accounting—This might be called a seminar in Accounting for it is a course which will vary from year to year at the discretion of the Head of the Department of Accounting. Its purpose is to make sure that the accounting background of all accounting majors is complete.

41-22 Accounting Problems—The aim of this course is to develop the broad viewpoint, analytical power, and constructive and critical ability necessary to apply properly a knowledge of accounting principles to specific problems and situations. Consistency in the application of principles is

stressed. Specific topics deal with bonds, annuities, sinking fund, reserves, investment accounting, application of funds, consignment sales, correction of statements, venture accounts, receivers accounts and insurance.

41-23 Accounting Problems—The method of approach in this course is like that followed in 41-22. The major portion of the course is devoted to the study of specific problems dealing with capital and revenue expenditures; depreciation, appraisals and reserves; branch accounting; and analysis of statements.

41-24 C.P.A. Problems—The purpose of this course is to provide for the application of the knowledge of accounting principles and practice gained in the preceding courses to the analysis and solution of complex problems involving a recognition of the economic, legal, and social aspects of various forms of business organization. The course content consists chiefly of problems given in C.P.A. examinations. All phases of partnership, corporation, bond, depletion, cost accounting, consolidation, municipal accounting, bank accounting, adjustments of complex statements and reports, actuarial problems, and institutional accounting will be covered.

41-25 C.P.A. Problems—This is a continuation of 41-24.

41-26 Auditing—The course contemplates the application of accounting knowledge to the analysis and interpretation of accounting records. Case material is used to outline the type of procedure best adapted to an intelligent examination of accounting records, and the compilation of reports on which the business manager can base plans for future operations. Specifically, balance sheet audits, detailed audits, and special investigations for credit and other purposes receive attention.

Business Law

46-01 Business Law I—Contracts—This course covers the law of contracts as it affects the businessman. Under the law of contracts such subjects are considered as agreements, competent parties, consideration legality, assignment, discharge of contracts, enforcement of contracts, and damages for breach.

46-02 Business Law II—Negotiable Instruments—The widespread use of credit instruments in commercial transactions demands a knowledge of the law of bills and notes. After a discussion of the various types of instruments, detailed analysis will be made of requirements for negotiability, negotiation by endorsements of various kinds, the rights of holders in due course, the rights and liabilities of other parties, the requisites for charging other parties, and methods of discharge.

46-11 Business Law III—Personal Property and Sales—After an analysis of the law of personal property, emphasis will be placed upon the law of sales with detailed consideration for passing of title to goods, conditions and warranties, the Statute of Frauds, and rights and remedies of buyers and sellers.

46-12 Business Law IV—Agency—This course will treat in detail the law of agency with careful attention to agency relationships, rights and duties of the principal and the agent, rights of third parties, and termination of agency.

46-21 Income Tax Law—This course is designed to give the student practice in the reading and application of specific laws as they relate to the conduct of a business. It makes use of the knowledge of Accounting and Business Law already obtained and introduces the student to the detailed requirements of tax forms.

Business Management

45-01 Industrial Management—The course in industrial management places emphasis on the administrative and profit-making phases of factory and plant operation. A textbook is used to present elementary principles and problem material which are supplemented by lectures.

The first part of the course presents a brief historical background of U.S. industry; this is followed by a treatment of the location of the plant; plant services and material handling; plant design, structure, and layout; standardization, simplification, and specialization.

45-02 Industrial Management—This course is a continuation of Industrial Management 45-01. It deals with the control of plant operations. Each department of a modern industrial concern is considered, emphasis being placed on the organization and management problems confronted and how they may be handled, with the intention that the student shall become familiar with the activities and general working of each department and the relationship which the departments hold to one another and to the business as a whole. In detail are considered budgeting, standards of performance (time and motion study, wage systems), organization, routing, scheduling, dispatching, inventory control, quality control, and visual controls such as the organization chart, planning board, and departmental report.

45-03 Business Machines—This is a laboratory course to introduce the basic machines used in most business offices and to develop some proficiency in the operation of them.

45-04 Business Machines—This is a continuation of 45-03.

45-21 Public Administration—This is a study of career service of local, state, and national government with emphasis upon positions with the

various administration agencies. Some attention will be accorded the philosophy of the administration agency itself. It analyzes public administration in terms of the subject matter and principles of industrial management.

45-22 Public Administration—This course presents a study of the public relations, fiscal control, and policy-making aspects of public administration, stressing the importance of co-operation among government bureaus, legislative bodies, and the public; and presents to the student an appreciation of the importance of versatility of ability for a successful public career.

45-23 Traffic Management—The organization and functions of the traffic department comprise the point of departure for this course. Major attention is paid external problems of agency, packing, shipping, routing, government regulations, etc. Internal problems of writing, methods, handling are also covered. The importance of the work of the traffic department in connection with over-all efficiency is emphasized.

45-24 Advanced Management—This course will analyze by the case method timely significant problems that general management faces. Specific course content will vary but the student will learn by practice how to tackle the more complex problems of everyday business.

45-25 Purchasing and Procurement—This is a study of the organization, functions, and duties of the purchasing department and its relations with other departments. Topics covered will include specifications, sources of supply, types of procurement and governmental regulations, inventory controls, tests and inspection, and traffic problems.

45-31 Business and Government—The object of this course is to develop a thorough understanding of the relationships between government (local, state, national) and business. The attitudes of our government towards business since 1885 as evidenced by legislative, judicial, executive, and administrative action will be analyzed in detail.

45-32 Business Policy—This course is set up as a seminar for B.A. Seniors in which the members of the class will examine the problems that the business executives face daily in their relations with government, labor, the market, and the community. The ethical features of business policy formation will be stressed along with the social implications. An attempt will be made to determine the criteria by which fair business practices can be distinguished from unfair.

Drawing

12-05 Technical Drawing—A course which presents the fundamentals of the graphic language as it is employed in business and industrial relation-

ships and intended to facilitate a better understanding between the fabrication and marketing phases of industrial products. The course includes a study of drawing equipment and its use, lettering, geometric constructions, multiplaner orthographic projection, freehand and technical sketching, pictorial representation, and elements of dimensioning, with a study and interpretation of drawings from the various industrial fields.

Economics

20-01 Economic Geography—In order to provide an adequate background for the study of economics and to develop a better understanding of the world in which we do business, the course, *Economic Geography*, is divided into three parts. The first part is primarily concerned with fundamental geographic and geologic principles and facts.

20-02 Economic Geography—This is the second part of *Economic Geography* and emphasizes the socio-economic principles that underlie the development of resources in the different countries and climates of the world.

20-03 Economic Geography— This is the third part of *Economic Geography* and analyzes the politico-economic aspects of resource distribution and development in the form of trade and world relationships. The student will now be able to derive any two of the following bodies of information if given one of them: resources, living habits and institutions, climate.

20-13 Economic Principles—A thorough grounding in the fundamental principles and laws of economics is the aim of this basic course. The main topics include the nature and organization of production, the nature and importance of wants, the relation of money and prices, the process of exchange, the nature of international trade, the determination of price under conditions of competition and monopoly, the distribution of wealth and income in the form of wages, economic rent, interest, and profits.

20-14 Economic Problems—In this course the application of economic principles to some of the major economic problems of modern society is emphasized. The problems studied include consumption, protective tariffs and subsidies, labor problems such as unemployment and labor unions, and the business cycle.

20-15 Economic Problems—A continuation of *20-14 Economic Problems*. Among the problems considered are the following: price stabilization, the agricultural problem, the relation of government to business including the control of monopolies and public utilities, insurance, public finance and proposals for the remodeling and improving of the economic system.

20-18 American Economic History—The economic development of the United States is traced from the colonial period to the present with special emphasis upon the period since the Civil War. Stress is laid upon the importance of economic factors and changes in our history in the description of the development of manufacturing, agriculture, domestic and foreign commerce, finance and banking, transportation and labor organizations. Consideration is given to European developments which have been closely related to those of the United States.

20-20 Statistics in Business—This course is intended to give the student an understanding of statistical principles and methods and their practical application in the administration of modern business. A study is made of the nature, sources, collection and organization of business facts; the presentation of such facts in tabular or graphic form, the various averages, measures of dispersion, and the construction and use of index numbers. Laboratory periods provide an opportunity for each student to demonstrate his ability to apply the principles studied.

20-21 Statistics in Business—The major portion of this continuation of 20-20 Statistics in Business concerns the analysis of time series and includes the methods of obtaining trends, seasonal indexes, and the measurement of cyclical variation. Correlation of time series is related to the problems of business forecasting. In the laboratory work each student is required to make a complete analysis of an individual time series, preferably associated with his co-operative work.

20-26 Labor Economics—After an intensive study of the application of economic principles to the labor markets and of the development of collective bargaining in the United States, the course will be devoted to an analysis of organization of unions, rights and responsibilities under the law, the bargaining process as reflected in the labor contract, and grievances and grievance procedures.

20-27 International Economic Relations—A careful examination of the important principles of international trade and finance precedes a critical survey of the international commercial policies of modern nations, with special reference to the United States. Such broader problems as the international control of raw materials, exchange restrictions, international cartels and the economic activities of international organizations are considered.

English

30-01 English I—A review of basic sentence structure and the grammatical functions of clauses and phrases, followed by a study of effective sentence writing, paragraph development, and reading techniques. Theme assignments are planned to develop practical skill in each of the phases studied.

30-02 English I—A study of the structure and organization of written compositions: outlining, development of compositions by phases, and the analysis of expository writings. Experimental work in each phase is carried out by means of theme assignments and readings.

30-03 English I—A study of the problems peculiar to each of the four main types of discourse: exposition, description, narrative, and argument. Theme work includes, in addition to these basic types, some assignments in the framing of reports and the writing of business letters.

30-04 Introduction to Literature—A study of the aims and techniques of various common types of literature: the play, the short story, lyrical and narrative poetry, and the literary essay. Instructional methods include assigned reading and the writing of short critical reports.

30-05 Public Speaking—The fundamentals of good speech with emphasis on the conversational approach and a maximum of actual speech experience. The course aims to help the student meet the everyday demands of modern business, professional, and social life for clear, concise, and pleasing oral expression.

30-06 Public Speaking—A continuation of 30-05 with particular attention to speech organization, audience analysis, and the problems of impromptu speaking.

30-08 Business Communication—A survey of the basic techniques and forms of expression and communication in business. The principles and methods of oral communication are studied, with emphasis on the oral report, the discussion, the conference, and types of informal speech. By the use of cases, problems, and class exercises, the student is given practice in the forms of business communication.

30-10 Problems in Writing—A course in the clear, accurate, and effective presentation of factual data, opinions, policies, and judgments. Emphasis is laid on sound organization, completeness of data, and pointed expression.

Government

22-01 American Government and Politics—The study of our National Government with respect to its organization, functions, and constitutional powers and limitations.

22-02 American Government and Politics—A continuation of 22-01. Particular attention is paid to the legislative, administrative, and judicial machinery under the party system of government. The problems of bureaucracy are analyzed.

22-03 American Government and Politics—A study of the relationships of our federal, state and municipal governments. Consideration is given

to the various types of state and municipal governments with respect to the state and local agencies for carrying out the executive, legislative, and judicial functions of government in a democratic country.

History

23-01 History of Civilization—This is primarily a background course. Introductory lectures deal with primitive society, the development of language and writing, and the early contributions of Egypt and Asia. More detail is given to the structure of Greek and Roman society and the rise of the Christian Church.

23-02 History of Civilization—A continuation of 23-01. This course considers the decline of the Roman Empire, the barbarian invasions of the Empire, the growth of Islam, life in the early Middle Ages, the growth of monarchies in Europe, and the medieval church.

23-03 History of Civilization—The Renaissance and the Reformation receive extended attention in this course. Stress is placed upon the art and literature of the era as well as the social, economic, and political developments.

23-04 History of Civilization—A continuation of 23-03. The chief topics of the course include the economic revolution, the Age of Reason in France and England, the Old Regime and the Revolution in France, and the growth of science and industrialism.

Finance and Insurance

44-01 Principles of Banking—In this course the organization and administration of American banks is described in detail. All banking functions will be examined, but special emphasis will be laid upon the supplying of fixed and operating capital. The ABC of the Federal Reserve System will form an important part of the course along with the banking operations and agencies of our government.

44-02 Principles of Insurance—The purpose of the course is to provide a comprehensive knowledge of insurance principles and coverage such as will provide a broad foundation for the student who plans to enter the business of insurance or enable the man or woman in business to plan a satisfactory program for personal needs or business responsibilities. Content: the basic principles of insurance, solving the economic problem of risk, types of insurance contracts, legal interpretation of the insurance contract, types of insurance companies, the needs of the buyer of insurance, co-operative organizations in the field of insurance.

44-11 Business Finance—The fundamental principles of finance are approached in this course from the point of view of the businessman. A

study is made of the two basic ways of financing, namely, equity and borrowed funds, and their use in original and expansion financing. In addition, consideration is given to working capital requirements and the distinctions between short-term and long-term financing. This course, also, deals with the application of the principles of finance to such problems as surplus, dividend and reserve policies, the relation of the corporation to banks and the investing public, and the problems of both trade and economic risk.

44-12 Business Finance—The corporation, rather than business in general, is here considered. An analysis is made of the changing concepts in the corporation, such as separation of ownership and management, and the roles played by private initiative and private property. Through use of actual examples, a study is made of financial policies affecting sales, prices, markets, and control. The course includes an analysis of such combinations as trusts, holding companies, consolidations, and pools from both the public and financial points of view. Analysis is also made of aspects of reorganization problems in the light of present legislation. The course concludes with an analysis of government and state agencies now supplementing private sources of business funds.

44-21 Real Estate—Consideration of land as an economic institution, and the importance of a sound land policy; the problems of owners and builders, the service to be rendered the ordinary purchaser; organization of the real estate office, renting, leasing, and property management; the importance of acquaintance with valuation principles; building operations, the financing of transactions, subdividing and planning; taxation; legal considerations, professional relationships.

44-22 Investments—This course consists of a review of the principles of investment, a study of investment policies, and the mechanics and mathematics of investments. It includes a basic study of the advantages and disadvantages of stocks and bonds as media of investment from present and historical points of view.

44-23 Investments—A practical study is made of the various fields of investment such as industrials, rails, banks, real estate, government, and foreign investments. Emphasis is placed on security analysis as it pertains to the individual issues. The course not only concerns itself with an intensive study of particular companies and issues, but also includes an analysis of the various current methods of market analysis.

44-24 Problems in Finance and Insurance—In this course students are taught to look at the problems confronting banks and insurance companies from the executive's point of view. Through a series of problems, most of which are actual cases, the matter of loan and investment policies will be studied at length with other problems concerning methods of increasing efficiency, volume of business, and earnings receiving the proper amount of attention.

44-25 Public Finance—One of the biggest problems confronting the people of all nations following the war will be the question of taxation. In recognition of this fact and of the enormous difficulties facing business organizations and individuals because of the tax burden, the course in Public Finance is offered. This course teaches the kinds of taxes imposed by municipal, state, and federal governing bodies and the effects of these taxes upon the structure of business and its well-being.

Industrial Relations

42-11 Personnel Administration—A consideration of what modern industry is doing in making an application of science to the obtaining and retaining of an effective and co-operative working force. The student studies thoroughly personnel administration systems now in use, including the preparation and use of many forms among which are the occupational description, application, and interview blanks, promotion charts, wage scale, personnel control charts, etc. The day-to-day work of the employment office will be covered in detail.

42-12 Personnel Administration—This course brings to the attention of the student an understanding of the related, yet varied, problems with which the modern personnel department is confronted. These include problems of guidance, job evaluation, adjustment of rates, employee rating systems, promotion, layoff, restriction of output, and employee security and welfare policies. The effect of governmental regulations upon the work of the personnel department will be examined.

42-13 Wage Administration—This is an intensive study of the laws, principles, and practices of government, business, and unions that bear directly upon the wage problem. The purpose is a detailed analysis of a rational wage plan, its creation and administration.

42-14 Wage Administration—This is a continuation of 42-13.

42-16 Testing—This is a study of the creation and administration of industrial tests. The purpose is to provide a background for organizing a battery of tests, and providing practice in the use of these tests.

42-20 Production Processes—This is a course in the techniques, processes, and machines used in the production of manufactured articles. The subject matter is presented in lectures supplemented by slides, exhibits, and demonstrations.

42-21 Motion and Time Study—This course comprises a detailed study of time and motion study work, a complete study and actual practice in micromotion which is the use of motion pictures in the motion study work, a preparation of simo-charts (the use of colored charts and symbols called Therbligs which show all the elements in an operation cycle), and the making of process charts which is the use of specifically designed symbols, or industrial shorthand, to record motion analysis.

42-22 Industrial Relations Seminar—For advanced study of the actual problems faced by industrial relations departments, with special emphasis upon the relationship between government and labor-management relations. Students will engage in research in order to understand the problems better and to develop familiarity with research methods.

42-23 Industrial Relations Seminar—This is a continuation of 42-22.

Marketing and Advertising

43-01 Principles of Marketing—This course is designed to acquaint the student with the principles underlying the distribution of merchandise. Textbook assignments and lectures introduce a knowledge of the place of marketing in our modern economic order; the basic structure of markets; the main functions of marketing such as assembling, grading, storing, buying, selling and financing of goods; and the general classification of commodities into major types for the purpose of analytical study. The course gives further and more detailed consideration to the activities of the several types of middlemen such as brokers, wholesalers, and retailers, and their utilization, as channels of distribution; the work of the commodity exchanges and co-operative marketing associations; and the development of chain stores, mail order houses, and department stores.

Other topics considered are market risk, pricing, selling terms and discounts, hedging, advertising, and the legal aspects of price maintenance and discount practices. Supplementary lectures and illustrative material will be given to explain in some detail the methods used in marketing several specific commodities.

43-02 Principles of Advertising—The purpose of this course is to acquaint the student with the fundamental principles and facts which must be known by the men and women who are planning to select advertising as a career. The economic background of the subject and its development is presented, together with a survey of the methods for planning and preparing advertisements actually followed in advertising offices. Consideration is given to human instincts, buying habits, argumentative and suggestive appeals, color, headlines, layout, illustrations, and trademarks.

43-10 Conference Leadership—The course is divided into two parts: (1) lectures to develop the techniques involved in planning and conducting conferences, (2) practice sessions in the actual handling of conferences.

43-11 Sales Management—The study of actual case material forms the basis of this course. In each case the facts are analyzed and a solution proposed. The major problems of sales management may be stated as questions: What to sell? To whom shall products be sold? At what price and terms shall products be sold? The answering of these questions in-

volves a consideration of merchandising policies and organization, market channels, market research and analysis, and pricing and credit policies.

43-12 Sales Management—Continuing 43-11 Sales Management, this course deals primarily with the following problems: sales methods, sales promotion, sales campaigns, management of sales force, and the planning and control of sales operations.

In the field of sales management the solution of problems involves two types of mental effort. First, there is the suggestion of plans or alternatives, a task requiring imagination; second, there is the choice between the alternatives so suggested, a matter of judgment. It is essential that the student of business management acquire the habit of weighing alternatives before deciding, but much more is to be gained if the student possesses and develops imagination.

43-13 Problems in Advertising and Marketing—Using actual case material, this course analyzes and suggests solutions to a wide variety of selling problems in typical industries and trades. It is aimed throughout to develop the analytical powers of the student so that he may decide a problem from the viewpoint of a marketing or advertising executive. Consideration is given to consumers' buying habits and buying motives, to the important types of retail and wholesale enterprise, and to an analysis of the channels of distribution with the object of formulating a basis for selecting suitable channels for various products. Careful attention is given to the analysis and solution of a wide variety of advertising problems of the various advertising media. The case method is used throughout the course.

43-14 Problems in Advertising and Marketing—This is a continuation of 43-13.

43-15 Advanced Problems in Advertising and Marketing—Conclusion of work carried in 43-13 and 43-14 on the basis of individual research.

43-21 Merchandising—A primary concern of this course is to develop an approach and a technique for the solution of problems of selling in our complicated markets. The emphasis is upon expense distribution, credits and collections, and special phases of accounting. Consideration is given to fashion, salesmanship, customer service, and the training and welfare of employees.

43-22 Merchandising—This course is divided into two parts. First, it does for other fields what 43-21 does for the retail field. The course will, therefore, analyze selling of industrial goods, wholesaling, co-operative policies and procedures, and other middlemen's functions and organizations. Secondly, this course will study the whole field of merchandising from the point of view of the advertising department, the part it plays, why, and how.

43-23 Store Management—The purpose of this course is to study the principles of successful retailing and to solve actual problems involving these principles. Layout, location and equipment of retail stores are first considered. Store organization, market contacts, buying, receiving and marking merchandise, and invoice procedure are taken up next. Mark-up and mark-down are dealt with in detail through practical examples requiring solution by the students, as are inventory and stock control methods. Merchandise planning is discussed and illustrated.

43-24 Marketing Research—The purpose of this course is to show the student what market research is and how it is conducted. It analyzes the different checks and tests used to measure the effectiveness of sales promotion work. It points out in some detail the reasons why research has become an important part of the marketing-advertising mechanism.

Mathematics

14-25 Mathematics of Finance—This course starts with the algebra and logarithms necessary for the understanding and use of the formulas developed in business mathematics. Then the subjects covered are interest, discount, annuities, sinking funds, depreciation, amortization, valuation of bonds, the use of graphs, the interpretation of statistical data, and insurance.

Physical Education

16-01 Hygiene—This course aims to provide the student with fundamental information which will be useful in developing and maintaining good health and in the practice of personal hygiene. The course includes enough of the fundamentals of physiology and anatomy to enable the student to understand such parts of the work as require some knowledge of these subjects.

16-02 Hygiene—A continuation of 16-01 completing a study of the function and care of the several systems of the body.

16-10 Physical Training—All first-year men students are required to take physical training. Health, strength, and vitality do not come by chance, but by constant attention to those factors involved in their development. It is very essential for the student to acquire good habits of life.

The work in the course includes a formal calisthenic program, special exercise classes for the correction of postural defects, participation in the regular athletic program, including baseball, basketball, hockey, track, and many types of informal games. All members of the class are also required to learn to swim.

Students wishing to be excused from physical training, because of physical defects, are required to present a petition to the faculty supported by a physician's certificate.

16-11—This is a continuation of 16-10.

16-12—This is a continuation of 16-11.

Psychology

25-01 Introductory Psychology—An elementary study of the structure, functions, and laws of mental life. The course considers the special relation of psychology to the social sciences; the scientific approach to a study of mental processes; the dynamics of animal and human behavior; the relationship between the individual's environment, his response mechanisms, and his personality; the biological and social sources of drives, desires, wishes, and incentives and their relation to interest, effort, adjustment, and maladjustment.

25-02 General Psychology—The course makes a systematic study of the psychological mechanisms underlying human behavior and it presents the more important theories of thought and action. It deals with the neurophysiological and psychological mechanisms involved in learning, memory, thought, imagination, motivation, emotion, sensation, and perception; the nature and extent of individual differences; aptitudes and aptitude testing. It emphasizes the practical application of psychological principles to mental and social adjustment. It presents the main problems in psychology and gives the points of view of the different schools of thought.

25-23 Industrial Psychology—A study of the principles and techniques of psychology in their relation to the problems which affect industrial efficiency. The course includes such topics as training and transfer, fatigue, monotony, motivation, accident prevention, conditions and methods of work, vocational fitness, adjustment, and the techniques of human control.

Special consideration is given to the motives controlling owner and manager of industry and that of the employees; to the conflicts of desire which result; to the emotional appeals which are used to resolve these conflicts; and to the unconscious impulses which are rationalized in idealistic and philosophical formulations.

25-24 Industrial Psychology—A continuation of 25-23.

Sociology

26-01 Principles of Sociology—In presenting a survey of the origins and sources of human society, this study provides orientation for the course in principles and problems which follows. The several theories of organic evolution are discussed. The antiquity of man and basic anthropological data are considered. The racial and ethnic groupings of man are then studied in the light of biological, geographical, and cultural factors.

26-02 Principles of Sociology—Facts and principles basic to a general knowledge of the field of sociology are presented. The origins, forms, and forces of human associations are discussed. A study is made of the principal socio-political groups such as socialism, communism, fascism, and democracy. The course is practical in emphasis and is designed to meet the needs of the student who desires a survey of the subject.

Business Administration Theses

A thesis in the College of Business Administration is considered to be an essay involving the statement, analysis, and solution of some problem in a special field of business administration. Its purpose is to demonstrate a satisfactory degree of initiative and power of original thought and work on the part of the candidate. A mere resume of existing knowledge in some subject is not acceptable. This, it is true, must usually be made, but in addition thereto the student must show his ability to deal constructively with the data he has collected and his power to draw significant and reliable conclusions from his investigations. The completed thesis will be examined for acceptance or rejection from the technical viewpoint by the departments interested and then forwarded to the Secretary of the Faculty. Final approval of the thesis rests with the Dean. When it is accepted, the thesis becomes the property of the school and it is not to be printed, published, nor in any other way made public except in such manner as the department and the Dean shall jointly approve.

Theses are not required of seniors in the College of Business Administration. To certain students who wish to do so, however, the privilege of writing a thesis may be granted by the Dean in accordance with the following regulations:

1. To be eligible to write a thesis a student must have attained a scholastic average of at least 2.0 or better during the middler year and the first half of the junior year.

2. Students who have met this minimum requirement may petition the Dean for the privilege of substituting a thesis for any one of the required courses of the fifth year.

3. In his petition the student must state the subject which is to be investigated and give a brief statement of the purpose and scope of the proposed thesis.

4. Petitions for the privilege of writing theses must be submitted in writing to the Dean not later than the middle of the second college period of the junior year.

NORTHEASTERN UNIVERSITY

COLLEGE OF ENGINEERING

Admission Requirements and Courses of Study

1947-1948



(CO-EDUCATIONAL)

BOSTON 15, MASSACHUSETTS
JANUARY, 1947



THE COLLEGE OF ENGINEERING

Aims and Methods

ENGINEERING has been defined as the art of applying the resources of material and power in nature to the use and convenience of man. The design and construction of bridges, power plants, water works, skyscrapers, industrial plants, machinery, transportation systems, and communications systems thus clearly fall within the scope of engineering. And as scientific research has advanced into new areas, the task of putting these discoveries to practical use has also fallen to the engineer.

Because an engineering education teaches the student to search out the truth, to think clearly, and to formulate conclusions based upon a solid foundation of facts, engineers are being called upon more and more to occupy positions of responsibility in the management of our great industrial enterprises. Even in such diverse fields as banking, public health, and public administration, this so-called engineering approach is in demand.

In consequence of this extremely wide field of endeavor open to engineers, the problem of providing a technical training adequate to cope with the design and construction of buildings, machinery, and equipment, and at the same time a training broad enough to develop a well-rounded personality and a sense of social responsibility, is by no means simple of solution. Northeastern University seeks, by means of its educational program, first of all to develop students of well-rounded personality capable of meeting and discharging their responsibilities as future citizens and leaders in their own communities. At the same time, the courses of study prescribed for students in the College of Engineering are designed to develop engineers technically competent to undertake professional responsibilities in their chosen fields of endeavor.

To this end, the College of Engineering offers separate curricula in five major branches of engineering, namely, civil, mechanical, electrical, chemical, and industrial. Since a basic training in science and mathematics is essential to all fields of engineering, the first year's curriculum is identical for all engineering students, and it is possible for any of them to change their field of specialization at the end of the first year without loss of time. Students are required to take a number of courses of a cultural nature designed to broaden their point of view and to help develop a well-balanced outlook. Individual laboratory instruction in addition to classroom work is employed as far as possible, and the Co-operative Plan of education, enabling the students to obtain a firsthand acquaintance with actual industrial and engineering operations, goes a long way toward bridging the gap between "theory" and "practice."

Admission Requirements

Applicants for admission to the freshman class must qualify by *one* of the following methods:

1. Graduation from an approved course of study in an accredited secondary school, including prescribed subjects listed below.
2. Completion of fifteen acceptable secondary school units with a degree of proficiency satisfactory to the Department of Admissions.
3. Examinations.

Applicants whose secondary school records are satisfactory are not required to take entrance examinations in high school subjects, but all candidates for the freshman class are asked to come to Northeastern University to take scholastic aptitude tests.

Prescribed Subjects for Admission

College of Engineering

Algebra (quadratics and beyond)	2 units
Plane geometry	1 unit
Physics	1 unit
Science, social studies, mathematics and/or foreign language	6 units
English (four years)	3 units
Electives	2 units
	<hr/>
Total	15 units

A unit is a credit given to an acceptable secondary school course which meets at least four times a week for periods of not less than forty minutes each throughout the school year.

The Committee on Admissions reserves the right to require a candidate to be present for an examination in any subjects that it may deem necessary because of some weakness in the secondary school record.

Other Requirements

These formal requirements are necessary and desirable in that they tend to provide all entering students with a common ground upon which the first year of the college curriculum can be based. But academic credits alone are not an adequate indication of a student's ability to profit by a college education. Consequently, the Department of Admissions takes into consideration, along with the formal requirements stated above, other factors regarding candidates for the freshman class. A student's interests and aptitudes in so far as these can be determined, capacity for hard work, attitude toward classmates and teachers in high school, physical stamina, and most important of all, character, are considered. In this way the University seeks to select for its student body those who not only meet the academic admission requirements but who also give

promise of acquitting themselves creditably in the rigorous program of training afforded by the Co-operative Plan and of being useful members of society.

Personal Interview

A personal interview is always preferred to correspondence, and parents are urged to accompany the applicant whenever this is possible. Effective guidance depends in large measure upon a complete knowledge of a student's background and problems. Parents invariably are able to contribute information that aids the admissions officer in arriving at a decision.

Candidates should visit the Office of Admissions for personal interview if it is possible for them to do so before submitting their applications. Office hours are from 9:00 A.M. to 4:00 P.M. daily; Saturdays to 12:00 M. The Department of Admissions will interview applicants on Wednesday evenings but by appointment only.

Application for Admission

Each applicant for admission is required to fill out an application blank stating previous education as well as the names of persons to whom reference may be made.

A fee of five dollars (\$5.00) is required when the application is filed. This fee is nonreturnable.

The last page of this catalog is in the form of an application blank. It should be filled out in ink and forwarded with the required five-dollar fee to Director of Admissions, Northeastern University, Boston 15, Massachusetts. Checks should be made out to Northeastern University.

Upon receipt of the application, properly filled out, the University secures the references and secondary school record. As soon as possible after the Committee on Admissions has reviewed the completed application, a report of the status with respect to admission will be sent to each candidate.

Early filing of applications is recommended.

The University reserves the right to place any entering student upon an indefinite trial period. Reclassification will be determined upon the academic success of the student.

Registration

Eligibility for admission does not constitute registration. Freshmen will register at the University on Thursday, September 4, 1947, and Thursday, November 13, 1947. Students are not considered to have met the requirements for admission until they have successfully passed the required physical examination.

Advanced Standing

Students transferring from approved colleges will be admitted to advanced standing provided their records warrant it. Whenever a person enters with advanced standing and later proves to have had inadequate

preparation in any prerequisite subjects, the faculty reserves the right to require the student to make up such deficiencies.

Applicants seeking advanced standing should arrange to have transcripts of their previous college records forwarded with their initial inquiry. Students admitted to advanced standing are not eligible for placement at co-operative work until they have completed a full year of academic work at the University.

Graduation Requirements

The College of Engineering offers five-year curricula, conducted on the Co-operative Plan, leading to the following degrees:

1. Bachelor of Science in Civil Engineering
2. Bachelor of Science in Mechanical Engineering
3. Bachelor of Science in Electrical Engineering
4. Bachelor of Science in Chemical Engineering
5. Bachelor of Science in Industrial Engineering

These curricula are described in the following pages. Since the first year is the same for all engineering students, final choice of curriculum need not be made until the beginning of the second year.

Candidates for the Bachelor of Science degree must complete all of the prescribed work of the curriculum in which they seek to qualify. A total of 234 credit hours is required for the degree. Students who undertake co-operative work assignments must meet the requirements of the Department of Co-operative Work before they become eligible for their degrees.

No student transferring from another college or university is eligible to receive the S.B. degree until he has completed at least one academic year at Northeastern immediately preceding his graduation.

Scholarship Requirements

Students who fail to show a satisfactory standard of general efficiency in their professional fields may be required to demonstrate their qualifications for the degree by taking such additional work as the faculty may prescribe. If they are clearly unable to meet the accepted standard of attainment, they may be required to withdraw from the University.

Since the degree must represent competence in the student's chosen professional field, it cannot be awarded for mere low grade completion of the required courses.

Graduation With Honor

Candidates who have achieved distinctly superior attainment in their academic work will be graduated with honor. Upon special vote of the faculty a limited number of this group may be graduated with high honor or with highest honor. Students must have been in attendance at the University at least three years before they may become eligible for honors at graduation.

Engineering Curricula

1. Civil Engineering

The field of civil engineering has to do with the planning and building of all kinds of structures and public works. None of the structures of civil engineers lend themselves to quantity production in a factory. Not only are civil engineering works designed to fit a single location, but ordinarily their value is dependent upon their ability to resist forces tending to move them.

Civil engineering is as old as civilization itself and, until recent times, it embraced all phases of engineering except those of a military character. Today its major branches include topographical, municipal, railroad, highway, structural, hydraulic, and sanitary engineering. It covers land surveying, the building of railroads, soil mechanics, harbors, docks, and similar structures, the construction of sewers, water works, streets, and highways, the design and construction of flood control projects, bridges, buildings, walls, foundations, and all fixed structures.

Because civil engineering covers such a broad field, it is not possible to become expert in all its branches. All of these, however, rest upon a relatively compact body of principles and, broadly speaking, it may be said that the civil engineer deals largely with accurate descriptions of locations (surveys) and with applications of the mechanics of resistance to motion (statics).

Since the first step in every civil engineering project involves accurate measurement of the surface features of the land, of the nature of the soil, and of the character of the underlying rock, the study of surveying and related subjects occupies a large place in the civil engineering curriculum. And since the primary consideration in designing any structure is to make certain that it will withstand safely any forces to which it may be subjected, the mechanics of static bodies, strength of materials, and theory of structures are studied in detail. The curriculum is thus intended to prepare the young civil engineer to take up the work of design and construction of structures, to solve the problems of water supply and waste disposal in urban areas, and to undertake intelligently the supervision of work in allied fields of engineering and in general contracting.

Upon graduation, the young engineer may expect a period of apprenticeship either in the field, surveying and plotting, or in the office, over the drafting board. As experience is gained, the graduate is entrusted with greater responsibilities in actual design and supervision of construction. Those who prefer a roving existence should direct their ambitions toward private fields, while those who prefer a stable home and community life will seek opportunities in the public service of the Federal Government and the various states and municipalities.

Curriculum in Civil Engineering (1)

FIRST YEAR

TERM 1				TERM 2				TERM 3			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-01	Chemistry	3	3	6	4	11-02	Chem.	3	3	6	4
12-01	Drawing	0	6	3	3	12-02	Drawing	0	6	3	3
14-01	Math.	5	0	7	4	14-02	Math.	5	0	7	4
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3
30-01	English	3	0	6	3	30-02	English	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0	
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15 11 30 18				15 11 30 18				14 11 31 18			

SECOND YEAR

TERM 4*				TERM 5				TERM 6			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-04	Chemistry	3	3	6	2	20-11	Econ.	3	0	6	3
15-04	Physics	3	0	6	1½	14-05	Diff. Calc.	4	0	8	4
14-04	Math.	5	0	10	2½	15-05	Physics	3	3	6	4
23-05	Am. Hist.	6	0	12	3	3-01	Elec. Eng.	3	0	6	3
						1-10	Surveying	4	3	5	4
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17 3 34 9				17 6 31 18				17 3 34 18			

THIRD YEAR

TERM 7*				TERM 8				TERM 9			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
22-05	Am. Govt.	4	0	8	2	14-07	Diff. Eq.	3	0	6	3
2-30	Pwr. Pl. Eq.	5	0	10	2½	2-21	App. Mech.	3	0	6	3
12-04	Mach. Draw.	0	9	3	2	2-31	Thermo.	3	0	6	3
2-50	Prod. Proc.	5	0	10	2½	1-11	Surveying	4	3	5	4
						13-01	Gen. Geol.	3	0	6	3
						2-40	Materials	2	0	4	2
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14 9 31 9				18 3 33 18				17 6 31 18			

FOURTH YEAR

TERM 10*				TERM 11				TERM 12			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
30-07	Eff. Spkg.	6	0	12	3	2-23	Sgth of Mtls.	3	0	6	3
1-13	Surveying	0	18	0	3	1-40	Struc. Anal.	3	0	6	3
Lib. Elective		6	0	12	3	1-49	Conc. T. Lab.	1	4	4	3
						1-21	Hydraulics	3	0	6	3
						44-13	Cons. Fin.	3	0	6	3
						Lib. Elect.		3	0	6	3
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12 18 24 9				16 4 34 18				16 8 30 18			

FIFTH YEAR

TERM 13*				TERM 14				TERM 15			
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
46-03	Contracts & Agency	6	0	12	3	1-42	Struc. Anal.	3	0	6	3
50-01	Prof. Devel.	6	0	12	3	1-51	Concrete	3	0	6	3
Lib. Elect.		6	0	12	3	1-55	Des. of Struc.	3	0	6	3
						1-24	San. Eng.	3	0	6	3
						1-30	Transp.	4	0	5	3
						Lib. Elect.		3	0	6	3
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18 0 36 9				19 6 29 18				14 12 28 18			

*Summer term — 5 weeks.

II. *Mechanical Engineering*

The field of mechanical engineering is concerned with the harnessing of power resources by means of machinery to perform useful work. With the increasing mechanization of all industry which has taken place during the last century, the field has so broadened as to include all lines of industry.

In contrast to the civil engineer who deals primarily with static forces, the mechanical engineer is more concerned with the mechanics of motion or kinetics. And because moving parts require constant care and adjustment, the mechanical engineer has the task not only of designing and installing complicated machinery but also of operating it efficiently after it has been installed.

Among the major branches of mechanical engineering are included combustion or power production engineering, machine and machine-tool design, railway mechanical engineering, automotive engineering, aeronautical engineering, refrigerating engineering, and air conditioning engineering. The construction and operation of furnaces, boilers, and engines, the design of all kinds of machinery from pocket watches to steel mills, the construction and operation of railway and other transportation equipment including automobiles and airplanes, and even control of atmospheric conditions by means of heating, and air conditioning equipment, all fall in this field.

Since machinery is so predominantly the concern of the mechanical engineer, the program of study is designed to give the student considerable training in the principles underlying the design and operation of engines, power transmission devices, machine tools, and other machinery. This, of course, implies a thorough study of the physical laws concerning motion and transfer of energy. Applied mechanics and thermodynamics occupy a prominent place in the curriculum. The program of instruction thus gives the student a broad foundation in those fundamental subjects essential to all engineering practice and, in the senior year, provides opportunity for limited specialization.

For those students desiring to specialize in the field of industrial management, attention is called to the curriculum in industrial engineering, the basic training of which is essentially the same as that in mechanical engineering.

The graduate mechanical engineer generally finds employment in an industrial plant, either in design and research or in plant operation and maintenance. And if one's abilities lie in that direction, one frequently is entrusted after a time with greater and greater responsibility for the successful management of the enterprise.

Curriculum in Mechanical Engineering (2)

FIRST YEAR

TERM 1						TERM 2						TERM 3					
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-01	Chemistry	3	3	6	4	11-02	Chemistry	3	3	6	4	11-03	Chemistry	3	3	6	4
12-01	Drawing	0	6	3	3	12-02	Drawing	0	6	3	3	12-03	Drawing	0	6	3	3
14-01	Math.	5	0	7	4	14-02	Math.	5	0	7	4	14-03	Math.	5	0	10	5
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3	15-03	Physics	3	0	6	3
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	11	30	18			15	11	30	18			14	11	31	18

SECOND YEAR

TERM 4*					TERM 5					TERM 6							
11-04	Chemistry	3	3	6	2	20-11	Economics	3	0	6	3	20-12	Economics	3	0	6	3
15-04	Physics	3	0	6	1½	14-05	Diff. Calc.	4	0	8	4	14-06	Int. Calc.	4	0	8	4
14-04	Math.	5	0	10	2½	15-05	Physics	3	3	6	4	15-06	Physics	3	3	6	4
23-05	Am. Hist.	6	0	12	3	3-01	Elec. Eng.	3	0	6	3	3-02	Elec. Eng.	3	0	6	3
						1-10	Surveying	4	3	5	4	2-20	App. Mech.	4	0	8	4
		17	3	34	9			17	6	31	18			17	3	34	18

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
22-05 Am. Govt.	4	0	8	2	14-07 Diff. Eq.	3	0	6	3	3-03 El. Meas.	2	2	5	3
2-30 Pwr. Pl. Eq.	5	0	10	2½	2-21 App. Mech.	3	0	6	3	2-22 Sgth of Matls	4	0	8	4
12-04 Mach. Draw.	0	9	3	2	2-32 Ht. Eng. Ther	4	0	8	4	1-20 Hydraulics	3	0	6	3
2-50 Prod. Proc.	5	0	10	2½	5-10 Ind. Mgt. I	3	0	6	3	5-11 Ind. Mgt. II	2	0	4	2
					2-40 Materials	2	0	4	2	2-33 Ht. Eng.	3	0	6	3
					30-07 Eff. Spkg.	3	0	6	3	Lib. Elect.	3	0	6	3
	14	9	31	9		18	0	36	18		17	2	35	18

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
2-37 Htg & Air					1-21 Hydraulics					2-24 Adv. Mech.				
Cond. 6 0 12 3					2-23 Sgth of Matl 3 0 6 3					2-25 Aerodynam. 3 0 6 3				
Lib. Elect. 6 0 12 3					2-34 Ht. Eng. 3 0 6 3					2-35 Ht. Eng. 4 0 8 4				
Lib. Elect. 6 0 12 3					2-60 Mech. Lab. 0 3 3 2					2-61 Mech. Lab. 0 4 5 3				
					2-10 Mechanism 0 6 6 4					5-15 Meth. Eng. I 2 0 4 2				
					Lib. Elect. 3 0 6 3					Lib. Elect. 3 0 6 3				
<hr/>					<hr/>					<hr/>				
18 0 36 9					12 9 33 18					15 4 35 18				

FIFTH YEAR

TERM 13*					TERM 14					TERM 15							
2-41	Metallog.	4	4	10	3	2-26	Eng. Dyn.	3	0	6	3	2-38	Pwr. Pl. Eng.	4	0	8	4
2-66	Mech. Lab.	0	12	6	3	2-11	Mach. Des.	0	6	3	3	2-12	Mach. Des.	0	9	6	5
	Lib. Elect.	6	0	12	3	2-62	Mech. Lab.	0	4	5	3	2-63	Mech. Lab.	0	4	5	3
						1-46	Structs.	3	0	6	3	1-47	Structs.	3	0	6	3
						2-36	Ht. Eng.	3	0	6	3		Lib. Elect.	3	0	6	3
						50-01	Prof. Dvlpmt	3	0	6	3						
		10	16	28	9			12	10	32	18			10	13	31	18

*Summer term — 5 weeks.

III. *Electrical Engineering*

Electrical engineering is still comparatively new; it was barely two generations ago that Thomas Edison built the first central electric power station in New York City, and it was only a generation ago that the radio made its first appearance. In consequence, we find this branch of engineering more closely related to research in pure science than are the older branches of civil and mechanical engineering. Moreover, the tremendous developments of the past decade in theoretical physics have been largely in areas closely related to electrical engineering as exemplified by Radar, Amplydine and similar tools used in World War II. So that today greater opportunities for intellectual pioneering appear to exist in this field of engineering than in other branches of the profession.

The electrical industry and the field of electrical engineering are usually divided into two main branches, one having to do with electrical power and the other, communications, with the field of electronics overlapping both. The power group deals principally with large equipment and apparatus employing heavy currents; the communications group handles smaller, more delicate equipment employing small or even minute currents. Electrical engineering thus embraces the generation, transmission, and distribution of electricity for light and power purposes, the operation of all types of electrical equipment including telephone, telegraph; and industrial electronics, radio, television and ultra-high frequency as well as lamps, motors, and household appliances. In addition, the field of illuminating engineering, having to do with the problems of proper light intensities, has in recent years assumed increasing importance.

Since electricity is without material embodiment and can be treated only by mathematical reasoning, the electrical engineer is frequently required to go into higher mathematics seldom used in other fields. It is also absolutely essential that the electrical engineer who hopes to make a success of his work be able to grasp readily and absorb effectively the meaning and content of the many scientific papers having to do with research in this field. For these reasons, the program of study in electrical engineering includes more work in the pure sciences of mathematics and physics than do the other courses, as well as a solid grounding in engineering fundamentals. This is followed by a thorough study of electrical theory and its applications in the power, high voltage, and electronics fields.

The profession of electrical engineering affords a wide diversification of employment opportunities. If one is research-minded, opportunity to develop one's talents may be found in one of the great laboratories; if one is more interested in plant problems, opportunity can be found in the manufacturing or operating organizations; and if one is sales-minded he may find a career as a sales engineer.

Curriculum in Electrical Engineering (3)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-01	Chemistry	3	3	6	4	11-02	Chemistry	3	3	6	4	11-03	Chemistry	3	3	6	4
12-01	Drawing	0	6	3	3	12-02	Drawing	0	6	3	3	12-03	Drawing	0	6	3	3
14-01	Math.	5	0	7	4	14-02	Math.	5	0	7	4	14-03	Math.	5	0	10	5
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3	15-03	Physics	3	0	6	3
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
<hr/>						<hr/>						<hr/>					
15 11 30 18						15 11 30 18						14 11 31 18					

SECOND YEAR

TERM 4*					TERM 5					TERM 6				
11-04 Chemistry	3	3	6	2	20-11 Economics	3	0	6	3	20-12 Economics	3	0	6	3
15-04 Physics	3	0	6	1½	14-05 Diff. Calc.	4	0	8	4	14-06 Int. Calc.	4	0	8	4
14-04 Math.	5	0	10	2½	15-05 Physics	3	3	6	4	15-06 Physics	3	3	6	4
23-05 Am. Hist.	6	0	12	3	3-01 Elec. Eng. I	3	0	6	3	3-02 Elec. Eng. I	3	0	6	3
					1-10 Surveying	4	3	5	4	2-20 App. Mech.	4	0	8	4
	17	3	34	9		17	6	31	18		17	3	34	18

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
22-05 Am. Govt.	4	0	8	2	14-07 Diff. Eq.	3	0	6	3	3-13 Elec. Meas.	3	0	6	3
2-30 Pwr. Pl. Eq.	5	0	10	2½	2-21 Appl. Mech.	3	0	6	3	2-22 Str. Mat.	4	0	8	4
12-04 Mach. Draw.	0	9	3	2	2-31 Thermo.	3	0	6	3	1-20 Hydraulics	3	0	6	3
2-50 Prod. Proc.	5	0	10	2½	3-10 D.C. Mach.	5	0	7	4	3-11 Adv.AC The.	3	0	6	3
					2-40 Materials	2	0	4	2	3-12 E.E.Lab.D.C.	1	3	2	2
					Lib. Elect.	3	0	6	3	Lib. Elect.	3	0	6	3
	14	9	31	9		19	0	35	18		17	3	34	18

FOURTH YEAR

TERM 10*					TERM 11					TERM 12				
30-07 Eff. Spkg.	6	0	12	3	2-23 Str. Mat.	3	0	6	3	3-19 El.Fld.Theo.	3	0	6	3
3-14 E.E.Lab.D.C.	2	6	10	3	3-15 Polyphase					3-20 Transformers				
Lib. Elect.	6	0	12	3	AC Circ.	3	0	6	3	Theory	3	0	6	3
					3-16 Electronics	3	0	6	3	3-21 Electronics	3	0	6	3
					3-17 Elec. Meas.	4	0	5	3	3-22 A.C.Test Lab.1	3	5	3	3
					3-18 E.Meas.Lab.	0	3	6	3	3-23 Electronic Lab.1	3	5	3	3
					Lib. Elect.	3	0	6	3	Lib. Elect.	3	0	6	3
	14	6	34	9		16	3	35	18		14	6	34	18

FIFTH YEAR

TERM 13*					TERM 14					TERM 15				
3-24 Electronic L.	2	6	10	3	3-26 Syn. Mach.	3	0	6	3	3-30 Ind. Mach.	3	0	6	3
3-25 Adv. Meas. L.	0	6	12	3	3-27 H. F. Eng.	3	0	6	3	3-31 H. F. Eng.	3	0	6	3
Lib. Elect.	6	0	12	3	3-28 Trans. Lines					3-32 Filters	3	0	6	3
					& Ntwrk	3	0	6	3	3-33 H. Freq. Lab.	1	3	5	3
					3-29 Ad.F'ld Th.	3	0	6	3	3-34 Adv.E.E.Lab.	1	3	5	3
					2-65 Mech.E.Lab.	2	3	4	3	Lib. Elect.	3	0	6	3
					50-01 Prof.Dvlpmt	3	0	6	3					

*Summer term — 5 weeks.

IV. *Chemical Engineering*

The field of chemical engineering is relatively new. It has grown out of the discoveries of the chemical laboratories which have served as a foundation for a great many new industries whose production processes involve chemical as well as physical changes. Petroleum refining, coal carbonization, plastics, manufacture of nylon and cellophane, and hundreds of other industries require men and women trained in chemistry as well as in engineering. Many older industries such as foods, textiles, and leather are also employing chemical engineers.

The chemical engineer has been defined as a "professional man experienced in the design, construction, and operation of plants in which materials undergo chemical and physical change." It is the duty of the chemical engineer to cut the costs, increase production, and improve the quality of the products in the industry.

The chemical engineer must possess a working knowledge of the fundamental sciences and must understand and know how to work with people. In addition it is necessary that the chemical engineer recognize clearly the "correct appraisal of values and costs" and possess a knowledge of the ability to apply the knowledge possessed to the development and operation of chemical processes and plants.

In addition to the fundamental courses in chemistry, mathematics, and physics required of all engineering students, a considerable amount of time is devoted to more advanced work in chemistry as a foundation for the study of chemical technology. Instruction in the elements of mechanical and electrical engineering also gives the student a fairly broad engineering background upon which to base his study of chemical engineering unit operations. Courses of a more liberal nature are included in the curriculum in order that the student may broaden his educational background. Since the field of chemical engineering is so varied, the curriculum has been designed to give the students a broad training rather than a specialized training in one specific industry. It is believed that this training will enable the students readily to acclimate themselves to whatever industry they may choose to enter.

Because of the complex nature of many chemical processes and because of the difficulty of translating laboratory results into full-scale plant operations, there has developed in many chemical plants the so-called semi-works or pilot plant. Here new processes developed by the chemists in the research laboratory are put to the test of actual plant conditions on a small scale. And it is here that the young chemical engineers often find themselves upon graduation. If they are able to understand the chemist on the one side and the plant operator on the other, and if they are technically competent as well, they will soon find opportunity for advancement either in one of the technical branches of the industry, such as design, development, research, and production, or in the sales and management fields in which chemical engineering is essential.

Curriculum in Chemical Engineering (4)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-01	Chemistry	3	3	6	4	11-02	Chemistry	3	3	6	4	11-03	Chemistry	3	3	6	4
12-01	Drawing	0	6	3	3	12-02	Drawing	0	6	3	3	12-03	Drawing	0	6	3	3
14-01	Math.	5	0	7	4	14-02	Math.	5	0	7	4	14-03	Math.	5	0	10	5
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3	15-03	Physics	3	0	6	3
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
		15	11	30	18			15	11	30	18			14	11	31	18

SECOND YEAR

TERM 4*						TERM 5						TERM 6					
11-04 Chemistry	3	3	6	2	11-41 Chem. Lit.	1	0	2	1	14-06 Int. Calc.	4	0	8	4			
15-04 Physics	3	0	6	1½	14-05 Diff. Calc.	4	0	8	4	15-06 Physics	3	3	6	4			
14-04 Math.	5	0	10	2½	15-05 Physics	3	3	6	4	2-20 App. Mech.	4	0	8	4			
23-05 Am. Hist.	6	0	12	3	11-11 Qual. Anal.	3	10	5	6	11-12 Quant. Anal.	4	6	8	6			
					Lib. Elect.	3	0	6	3								
	17	3	34	9		14	13	27	18		15	9	30	18			

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
4-01 Flow Fluids	5	3	16	4	20-11 Economics	3	0	6	3	20-12 Economics	3	0	6	3
22-05 Am. Govt.	4	0	8	2	2-21 App. Mech.	3	0	6	3	2-22 Sgth of Matls	4	0	8	4
Lib. Elect.	6	0	12	3	2-32 Thermo.	4	0	8	4	11-30 Phys. Chem.	4	3	8	5
					14-07 Diff. Equa.	3	0	6	3	4-02 Ch. E. Calc.	2	0	4	2
					11-14 Quant. Anal.	3	6	6	5	41-06 Const. Costs	3	3	6	4
	15	3	36	9		16	6	32	18		16	6	32	18

FOURTH YEAR

TERM 10*					TERM 11					TERM 12							
4-22	Ch.E.Econ.	6	0	12	3	4-11	Unit Opera.	4	4	10	6	4-12	Unit Opera.	4	4	10	6
	Lib. Elect.	6	0	12	3	11-20	Org. Chem.	3	6	6	5	11-21	Org. Chem.	3	6	6	5
	Lib. Elect.	6	0	12	3	11-33	Phys. Chem.	4	2	6	4	11-34	Phys. Chem.	4	2	6	4
							Lib. Elect.	3	0	6	3		Lib. Elect.	3	0	6	3
		18	0	36	9			14	12	28	18			14	12	28	18

FIFTH YEAR

TERM 13*					TERM 14					TERM 15							
4-13	Unit Opera.	3	6	9	3	4-31	Ch.Pr.Dev.	2	6	4	4	4-21	Chem. Plts.	4	0	8	4
50-01	Prof. Dvlpmt	6	0	12	3	3-04	Elec. Eng.	4	3	8	5	4-32	Ch. E. Des.	2	7	9	6
	Lib. Elect.	6	0	12	3	4-03	Ch.E.Ther.	4	0	8	4	4-23	Eng. Mats.	3	4	8	5
						11-22	Org. Chem.	3	0	6	3	30-07	Eff. Spkg.	3	0	6	3
						11-25	Org.An.Lab.	0	6	0	2						
		15	6	33	9			13	15	26	18			12	11	31	18

*Summer term — 5 weeks.

v. Industrial Engineering

It has become increasingly evident that the success of a business or industrial organization, large or small, is dependent upon the skillful direction, supervision, and co-ordination of the various parts of the enterprise. The competent performance of these functions requires a constant supply of industrial managers well trained in the intelligent utilization of men, materials, machines, and money. Industrial engineering is the profession which supplies such individuals who, by aptitude and preparation, are able to apply engineering and scientific principles to the varied problems in the field of production management and effect solutions in the best interests of capital, labor, and consumer.

About sixty years ago, Frederick W. Taylor undertook to apply to the problems of industrial management what we now call "the scientific method" or "the engineering approach." He reasoned that it was management's business to know what constituted a proper day's work and that the way to get the facts was through research and experiment on a scientific basis. He defined "scientific management" not as any device or scheme or gadget, but as a new outlook—a new viewpoint based upon a solid foundation of fact. The methods employed by Taylor and by those who came after him have undergone some modification, but the concept of scientific management which he formulated has gained wider and wider recognition from both employers and employees.

This growing recognition of the value of a scientific approach to the problems of industrial management early created a demand for men and women trained in engineering and science, who possessed a knowledge of business as well, to assume positions of administrative responsibility in industry. To meet this demand, courses were established in many engineering colleges to provide a thorough training in engineering fundamentals together with a specialized training in business administration, which would prepare the students for managerial responsibilities in technical industries. These curricula are variously entitled industrial engineering, administrative engineering or engineering administration, but all are designed to lead ultimately to positions of administrative or executive responsibility, rather than to positions which involve highly specialized engineering responsibility.

The curriculum in industrial engineering, then, provides a course of study which is essentially the same as that for mechanical engineering in the first three years. In the last two years, however, advanced engineering courses are replaced by courses in business management.

Upon graduation, the young industrial engineer may find his way into such factory staff departments as Methods Engineering, Production Planning and Control, Wage Administration, Quality Control, or Time Study. If he prefers, he may select work in Cost Accounting or Statistical Analysis; then again he may incline towards sales engineering activity and serve in the "field" as a Sales and Service representative.

More and more there is opportunity for the experienced Industrial Engineer to serve industry in a consulting capacity. Upon becoming especially skilled in his profession, he is called in by industry for assistance in the installation and maintenance of sound management principles, and to aid in the reorganization of enterprises which have failed.

Curriculum in Industrial Engineering (5)

FIRST YEAR

TERM 1					TERM 2					TERM 3							
No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.	No.	Course	Cl.	Lab.	Pr.	Cr.
11-01	Chemistry	3	3	6	4	11-02	Chemistry	3	3	6	4	11-03	Chemistry	3	3	6	4
12-01	Drawing	0	6	3	3	12-02	Drawing	0	6	3	3	12-03	Drawing	0	6	3	3
14-01	Math.	5	0	7	4	14-02	Math.	5	0	7	4	14-03	Math.	5	0	10	5
15-01	Physics	3	0	6	3	15-02	Physics	3	0	6	3	15-03	Physics	3	0	6	3
30-01	English	3	0	6	3	30-02	English	3	0	6	3	30-03	English	3	0	6	3
16-01	Hygiene	1	0	2	1	16-02	Hygiene	1	0	2	1						
16-10	Phys. Tr.	0	2	0		16-11	Phys. Tr.	0	2	0		16-12	Phys. Tr.	0	2	0	
<hr/>					<hr/>					<hr/>							
15 11 30 18					15 11 30 18					14 11 31 18							

SECOND YEAR

TERM 4*					TERM 5					TERM 6				
11-04 Chemistry	3	3	6	2	20-11 Economics	3	0	6	3	20-12 Economics	3	0	6	3
15-04 Physics	3	0	6	1½	14-05 Diff. Calc.	4	0	8	4	14-06 Int. Calc.	4	0	8	4
14-04 Math.	5	0	10	2½	15-05 Physics	3	3	6	4	15-06 Physics	3	3	6	4
23-05 Am. Hist.	6	0	12	3	3-01 Elec. Eng.	3	0	6	3	3-02 Elec. Eng.	3	0	6	3
					1-10 Surveying	4	3	5	4	2-20 App. Mech.	4	0	8	4
	17	3	34	9		17	6	31	18		17	3	34	18

THIRD YEAR

TERM 7*					TERM 8					TERM 9				
22-05 Am. Govt.	4	0	8	2	14-07 Diff. Eq.	3	0	6	3	3-03 El. Meas.	2	2	5	3
2-30 Pwr. Pl. Eq.	5	0	10	2½	2-21 App. Mech.	3	0	6	3	2-22 Sgth of Mtls.	4	0	8	4
12-04 Mach. Draw.	0	9	3	2	2-32 Thermo.	4	0	8	4	1-20 Hydraulics	3	0	6	3
2-50 Prod. Proc.	5	0	10	2½	5-10 Ind. Mgt.	3	0	6	3	5-11 Ind. Mgt.	2	0	4	2
					2-40 Materials	2	0	4	2	2-33 Ht. Power	3	0	6	3
					30-07 Eff. Spkg.	3	0	6	3	Lib. Elect.	3	0	6	3
	14	9	31	9		18	0	36	18		17	2	35	18

FOURTH YEAR

TERM 10*					TERM 11					TERM 12							
2-37	Htg. & Air. C.	6	0	12	3	1-21	Hydraulics	3	0	6	3	2-61	Mech. Lab.	0	4	5	3
	Lib. Elect.	6	0	12	3	2-23	Sgth of Mtls	3	0	6	3	5-15	Methods Eng.	12	0	4	2
	Lib. Elect.	6	0	12	3	2-34	Ht. Power	3	0	6	3	42-10	Personnel	3	0	6	3
						2-60	Mech. Lab.	0	3	3	2	41-07	Th. of Accts	4	0	8	4
						2-10	Mechanism	0	6	6	4	20-22	Ind. Statistics	12	2	5	3
							Lib. Elect.	3	0	6	3		Lib. Elect.	3	0	6	3

FIFTH YEAR

TERM 13*					TERM 14					TERM 15							
2-66	Mech. Lab.	0	12	6	3	2-11	Mach. Des.	0	6	3	3	5-18	Qual. Control	3	0	6	3
46-03	Contracts					41-08	Elmts of Cost					41-09	Elmts of Cost				
	and Agency	6	0	12	3		Acctg.	2	2	5	3		Acctg.	2	2	5	3
	Lib. Elect.	6	0	12	3	20-23	Ind. Stat'ics II	2	2	5	3	42-17	Prob. in Persnl.	3	0	6	3
						5-17	Prod. Pl. Con.	3	0	6	3	43-08	Sales Eng.	3	0	6	3
						5-16	Metd. Eng. II	2	5	3		44-14	Ind. Fin.	3	0	6	3
						50-01	Prof. Dvlpmt	3	0	6	3		Lib. Elect.	3	0	6	3
								</									

*Summer term — 5 weeks.

Synopses of Courses of Instruction

On the pages which follow are given the synopses of courses offered in the several curricula of the College of Engineering. Curricula in each of the three colleges on either the co-operative or full-time plan comprise 130 weeks of classroom instruction, namely, three ten-week periods in the freshman year and 100 weeks of upperclass work. On the Co-operative Plan, the upperclass courses are evenly distributed over four years so that each division of co-operative students has 25 weeks of college work, 26 weeks of co-operative work, and one week of vacation annually.

A complete list of the courses of instruction offered in each of the Day Colleges is included in a special section of the catalog beginning on page 207. This section lists the prerequisite and preparation requirements, class and laboratory hours per week, the number of hours normally required for study preparation hours, and the number of credits which have been assigned to each course.

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

Accounting

41-06 Construction Costs—The fundamental concept of cost and the application of the basic principles of cost accounting to engineering works is the primary purpose of this course. The analysis of the elements of cost in the product unit, job costs, and total cost of construction is studied in detail. The use of cost records as a basis for the preparation of estimates on jobs to be undertaken, the comparison and analysis of estimated and actual cost, and the setting of standards is studied and applied through the working of practical problems.

The methods of assembling and presenting cost data and the use of cost records in measuring and evaluating the efficiency of performance of the organization and its several departments is fully developed.

41-07 Theory of Accounts—This course treats of the law of debit and credit, the principle of nominal accounts, the trial balance, and the balance sheet. Consideration will be given to the construction and interpretation of accounts.

41-08 Elements of Cost Accounting—This course is designed to meet the needs of the professional engineer. It studies collection of cost data, process and job cost, estimated and standard cost.

41-09 Elements of Cost Accounting—This is a continuation of 41-08. It emphasizes methods of costing, cost variations, and budgetary control.

Business Law

46-03 Contracts and Agency—The successful practicing engineer needs to be familiar with many legal and ethical principles in order to co-operate in his business relations with lawyers, his colleagues, and businessmen.

This course is designed to give a fundamental knowledge of basic legal principles to the engineering student through the study of the origin and development of law; the elements of contract, the agency relationship and its operation; the law of workmen's liens and the origin and expansion of the law in workmen's compensation.

Chemistry

11-01 General Chemistry—The fundamental ideas of matter and energy; the properties of gases; liquids and solids; atomic and molecular weight; equations; properties of solutions; classification of elements.

11-02 General Chemistry—Atomic structure and radioactivity; electrons and valence; ionic reactions; acids and bases.

11-03 General Chemistry—Chemistry of nonmetals; chemistry of metals; electrochemistry; industrial inorganic chemistry.

11-04 General Chemistry—Elements of organic chemistry; industrial organic chemistry.

11-11 Qualitative Analysis—Mass action law; ionic equilibria; solubility product; hydrolysis; principles of semi-micro technique; laboratory work is devoted to semi-micro method for analysis of anions and cations.

11-12 Quantitative Analysis—Theory and practice of volumetric analysis; weighing; titration; ignition; combustion.

11-14 Quantitative Analysis—Theory and practice of gravimetric analysis; mineral procedures; common technical methods.

11-20 Organic Chemistry—Reactions and properties of aliphatic compounds; class relationships; structural formulas; reaction mechanisms.

11-21 Organic Chemistry—Reactions and properties of aromatic compounds; importance and preparation of industrial aromatics.

11-22 Organic Chemistry—Reactions and properties of alicyclic and heterocyclic compounds; unit processes in organic chemistry; halogenation; oxidation, reduction; nitration; sulfonation; amination; and diazotization.

11-25 Organic Analysis Laboratory—Chemical and physical tests used in qualitative organic analysis; classification reactions; preparation of derivatives.

11-30 *Physical Chemistry*—Structure of matter: the three states of matter, solutions, colloidal dispersions, molecular and atomic structure.

11-33 *Physical Chemistry*—Classwork same as 11-31. Less laboratory work.

11-34 *Physical Chemistry*—Classwork same as 11-32. Less laboratory work.

11-41 *Chemical Literature*—Types of chemical journals; library procedure; problems in obtaining information.

Chemical Engineering

4-01 *Flow of Fluids*—A study of the methods of determining rates of flow and power consumption of fluids flowing through pipe lines. This course differs from the usual course in hydraulics chiefly in the amount of emphasis placed on the flow of gases and oils. Laboratory work is included.

4-02 *Chemical Engineering Calculations*—This is essentially a problem course developed around the study of fuels and combustion. Special attention is given to the principles underlying the methods of calculation, which are of value to the chemical engineer.

4-03 *Chemical Engineering Thermodynamics*—A study of the fundamental principles of thermodynamics as they apply to chemical engineering. Special attention will be given to high pressure operations because of their vital importance. The usefulness of thermodynamics to the chemical engineer for the purpose of determining properties of materials, energy balances, equilibrium conditions, and in determining the availability of energy, the driving force for all unit operations, is emphasized.

4-11 *Unit Operations*—This course consists of a study of the mechanical operations peculiar to the chemical industry. The unit operations studied are flow of heat, evaporation, and air conditioning. Experiments are performed on small-scale plant equipment that has been specially designed or selected for the purpose. Detailed reports are required.

4-12 *Unit Operations*—This course is a continuation of 4-11. The unit operations studied are drying, distillation, gas absorption, extraction, and crystallization. Experiments are performed in the laboratory on the unit operations studied.

4-13 *Unit Operations*—This course is a continuation of 4-12. The unit operations studied are filtration, mixing, crushing and grinding, size separation and conveying. Laboratory experiments are performed.

4-21 *Chemical Plants*—The object of this course is to present to the student a cross section of modern chemical and process industries. The

presentation is through the use of flow sheets with division into the unit operations and unit processes stressed. The chemistry involved, the equipment used, the energy requirements, and the economics of the processes are presented.

The basic inorganic and organic chemical industries are studied intensively and the similarities to other industries are considered.

Plant inspection trips serve to give practicality to the classroom discussion.

4-22 Chemical Engineering Economics—The fundamentals of economics and statistics previously acquired by the student are specifically applied to raw materials, markets, labor, power, fuel, water, transportation and similar economic factors as related to the chemical industry. Laws relating to waste disposal, nuisance, and patents are discussed.

4-23 Engineering Materials—A study of the properties of materials which chemical engineers utilize in their work. The effect of composition, heat treatment, and mechanical work upon the physical properties of metals and their alloys is emphasized. Other materials are studied in a similar manner.

The causes of corrosion and methods of preventing or minimizing the same are given particular attention.

Co-ordinated laboratory experiments afford practical application of principles and include preparation and examination of metallographic specimens as well as corrosion studies.

4-31 Chemical Process Development—This course attempts to teach the fundamentals of research by determining the optimum conditions for carrying out some unit process. After a survey of the literature has been made, a research plan is formulated. Variables are noted and their effect on the chemical process determined through laboratory experiments. The writing of reports is an essential feature of the course.

4-32 Chemical Engineering Design—The design of equipment of commercial size forms the basis of the course. Design data are taken from the literature when it is available. Other data are obtained by experiment on small-scale industrial equipment in the laboratory. From these data and information acquired in previous courses, the commercial scale equipment is designed. Students qualified by industrial experience are sometimes assigned problems suggested by their co-operative employer which are worked out under the joint supervision of the plant engineers and the members of the staff.

Civil Engineering

1-10 Surveying—Fundamental and basic principles of surveying are presented to the student in this first course in surveying for the following topics: taping, compass, the level, differential leveling, profile leveling, the transit, closed traverse (D.M.D. method), stadia, and the proper

methods of plotting ordinary surveying data. The closed traverse is further studied with particular emphasis on the rectangular co-ordinate method of computing closed traverses. The ordinary procedures for balancing field data and methods of back traversing are thoroughly discussed, preparing the student for horizontal control as a basis for map projections or photogrammetry.

The laboratory portion of this course is devoted to the use and care of the tape, the level, and the transit; and the field work consists of practice taping, leveling, and turning of angles. The student is then required to run a closed differential level circuit, run a small tape and transit closed traverse, and to collect by stadia or by other methods physical features necessary to make a complete map of the traversed area.

1-11 Surveying—The first portion of this course deals with horizontal and vertical curves, thus providing the student with basic surveying data for "Route Surveying." Both the railroad curve and the highway curve (circular arc) are studied simultaneously. The rectangular co-ordinate method is used extensively in the study of horizontal control. The various field procedures used when collecting data for cross sections and the methods of obtaining cross-sectional areas are taught. From this raw earthworks data, the student is taught to prepare earthwork tables and diagrams culminating the earthworks portion of this course with the mass diagram solution.

The theory and use of the plane table (including the intersection problem, the resection problem, and three point problem) and the theory of the spiral or transition curve as applied to the railroad and the highway location are also studied.

The data as collected for the closed traverse in course 1-10 are used for complete traverse calculations, by both the D.M.D. and the rectangular co-ordinate methods. The closed traverse is plotted by co-ordinates, and a plan completed by plotting the physical details. At the conclusion of this semester's office work the student is required to submit an inked tracing of this map and a complete set of traverse calculations similar in all details to the requirements as set forth by the Massachusetts Land Court.

1-12 Surveying—The celestial sphere and a review of spherical trigonometry are studied as a basis of stellar and solar observations for latitude, longitude, time, and azimuth determinations. The above material is followed by the basic principles of geodetic surveying, namely precise leveling and triangulation; and this course concludes with a discussion of the basic principles of photogrammetry.

In the field portion of this course a random traverse is run as a "Route Survey," and the physical features are located with respect to this traverse. Using the above data, a map is prepared, a location line plotted upon this map, and then the location line is staked out on the ground in the field. At the conclusion of this semester's laboratory work, the student is required to submit a tracing of the map with the location line plotted thereon; and a complete set of calculations for the location line.

1-13 Surveying—This course is a continuation of the laboratory portion of course 1-12 where the following surveying problems are performed: precise and Coast and Geodetic leveling; cross sections; earthworks calculations; mass diagram solution; plane table problems; observations on the sun for latitude, longitude, time, and azimuth; observation on Polaris for azimuth; and basic problems of photogrammetry including differential parallax measurements.

1-20 Hydraulics—This course is divided into two parts, the first part which treats with the laws of hydrostatics, and the second part which deals with the laws of hydrokinetics.

Under the topic of hydrostatics the following material is studied: open end U gauges, differential manometers, pressure intensity, total pressures, location of center of pressure (horizontally and vertically), pressures on curved and inclined surfaces, hoop tension and end tension, simple dams, and flotation problems.

The laws of hydrokinetics, including those of the flow of liquids through Venturi meter, orifices, short tubes, pipe lines, and open channels are studied with particular reference to Bernoulli's theorem.

In the hydraulic demonstration laboratory the following demonstrations are made: Venturi meter, orifice meter (submerged orifice), discharge of orifice into the atmosphere, discharge through orifice or short tube under falling head, and trajectory of discharge for either a short tube or an orifice.

1-21 Hydraulics—This course is a continuation of course 1-20. Equivalent pipes are studied by the Hazen and Williams' flow diagram method, and simple grid systems are studied by both the Hazen and Williams' equivalent pipe method and the Hardy Cross method. Rectangular weirs, with or without end contractions and with or without velocity of approach, together with triangular weirs are studied.

Dimensional analysis is presented to the student so that the student is capable of making model analyses by Froude's number and Reynolds' number. The flow of gases and fluids through closed conduits is considered by the application of Reynolds' number.

This course concludes with the study of open channel flow of the following topics: Lower alternate stage, critical velocity, upper alternate stage, hydraulic jump, and nonuniform flow of the drawdown curve and the backwater curve.

The following demonstrations are made in the hydraulics laboratory: rectangular weirs, triangular weir, pitot tube, and by Reynolds' number apparatus laminar and turbulent flow.

1-24 Sanitary Engineering—This is a general course in water supply engineering and the following items are studied: forecasting the future population of a given location; the quantity of water used by the various consumers; rainfall; runoff; storage of ground water and surface water supplies; dams, both earth filled and masonry; slow sand and rapid sand filters; treatment of waters for the removal of hardness, iron and other impurities; disinfection of waters; and the distribution system.

1-25 Sanitary Engineering—This is a companion course to 1-24. It deals with the collection and disposal of sewage and storm water, including the following items: the quantity of sewage and storm water to be collected; the combined or separate sewerage systems; the collection of data in order to prepare plans for the design and construction of collection systems, and a discussion of the modern methods of sewage treatment together with the operation of these treatment works.

The laboratory portion of this course is designed to familiarize the student with proper methods of collecting samples of water and sewage; transportation and storage of said samples; and the basic principles of water and sewage analysis for both chemical and bacterial properties.

1-30 Transportation—This course consists of a thorough discussion of traffic engineering, administration, surveys and plans of modern highways. The economics of highway rates of grade and general layout features, such as vertical curves, horizontal curves, superelevation, traffic control, accidents and general highway safety, are discussed.

Roadway foundations, grading and excavating equipment as well as highway drainage problems are also considered.

A study is made of soil tests and classifications. The elementary principles of soil mechanics as they are applied to highway and airport design and construction are considered.

The manufacture and testing of bituminous products as well as the construction of the low cost road types (earth and gravel) and methods of soil stabilization are included.

1-31 Transportation—A course which is a continuation of 1-30 and includes a detailed discussion of the design and construction of the higher cost types of roadways such as penetrated macadam, Portland cement concrete and asphaltic concrete pavements. A brief discussion of airport design and layout concludes the course.

The application of the latest research developments is considered throughout all phases of the material as given in both this course and 1-30.

1-40 Structural Analysis—This first of a series of four courses in structural analysis is devoted to a study of the algebraic and graphical methods of determining reactions, shears, moments and stresses developed by loads acting upon all kinds of statically determinate structures, such as simple roof trusses and simple bridges of the girder and truss type.

This is followed by a discussion of roof loads encountered in practice and the determination of design stresses for a typical roof truss.

Classes are conducted on both the lecture and recitation basis.

1-41 Structural Analysis—A continuation of 1-40, covering a discussion of the various types of girder, simple truss, and subdivided truss highway and railway bridges. Consideration is given to the dead load stresses developed in such structures and a complete study of influence lines is undertaken, together with their function in determining the shears,

moments and stresses produced by moving load systems, both distributed and concentrated, with their dynamic or impact effect. Upon conclusion of the dead, live and impact stress studies, a discussion of design stresses is included.

This is followed by a consideration of lateral, sway and portal bracing.

1-42 Structural Analysis—A continuation of 1-41, covering the slope and deflection of beams and girders by the method of work, the moment-area process, and the method of elastic weights; and, for truss deflections, by the method of work and the Williot-Mohr diagram.

1-43 Structural Analysis—Continuation of 1-42, covering the analysis of continuous beams, simple indeterminate trusses and frameworks (without and with sidesway) by the methods of least work, slope-deflection and moment distribution.

A study is made of the shears, moments and stresses developed in tall building frames by the various conventional methods of treatment.

The course concludes with analyses for the internal effects developed in three-hinged arches and cantilever bridges.

1-46 Structures—This course, designed for mechanical engineering students, comprises a study of loads and the analysis of ordinary building frames and trusses encountered in this field, followed by the design of the members of such structures and their connections.

1-47 Structures—A continuation of 1-46, covering the transformed area method of design and analysis of reinforced concrete members such as beams and columns. The treatment of combined bending and axial loading follows and the course concludes with a study of the analysis and design of machine bases and foundations.

1-49 Concrete Testing Laboratory—This course covers the testing of Portland cement and aggregate as used in forming concrete. The cement tests include normal consistency, fineness, tensile strength, compressive strength, soundness and time of set. Some of the tests usually run on the aggregate include a test for organic impurities, surface moisture, effect of surface moisture (bulking), sieve analysis, structural strength, specific gravity, absorption and unit weight.

Demonstration tests are run by the students to illustrate the water-cement ratio law as well as some of the factors affecting the strength of concrete, such as curing conditions and age. Discussions and laboratory tests are run on some of the various theories of proportioning concrete mixes. The course concludes with tests on brick as used in masonry construction.

1-50 Concrete—The fundamental principles involved in the theory of reinforced concrete behavior are thoroughly reviewed and investigated, and the transformed area method of design is developed. This is followed by the application of the method to the analysis and design of

elementary members such as the rectangular beam, the tee beam and beams reinforced in compression. Shear, diagonal tension, vertical and inclined stirrups, bond and anchorage are also treated. In addition, a discussion of specifications and current standard practice is included.

1-51 Concrete—Continuation of 1-50, covering the analysis and design of centrally loaded tied and spiral columns with a study of the effects of shrinkage and plastic flow. This is followed by consideration of members subjected to combined bending and axial effects. The balance of the time is spent on the topics of earth pressure, the analysis and design of retaining walls, rectangular and flat slab construction and to the study and interpretation of the Joint Committee Report on Recommended Practice and Standard Specifications for Concrete and Reinforced Concrete as affecting such construction.

1-54 Design of Structures—This first course consists of lectures and problem work in the theory and practice of designing connections for various structural elements using rivets, welding and timber connectors. Consideration is given to connections for direct stress and eccentric loading. Bracket connections for fixed end beams are designed and detailed.

1-55 Design of Structures—This course is a continuation of 1-54 and consists essentially of the design of the individual members in a structural framework. Tension members, compression members (columns), bending members (beams), and combined direct and flexural stress members.

The latter part of the course consists of the comparative design of a typical interior bay of a building using one-way concrete slab with steel beams, concrete slab with T-beams, and flat slab constructions. Shop drawings are made of the steel beams. Each student uses different design data in working out these problems.

1-56 Design of Structures—This course consists of the design of reinforced concrete footings (spread footings, footings on piles and combined footings). A design and shop drawing is made of a plate girder for a building or bridge. The design of continuous beams, both steel and concrete, concludes the course.

1-57 Foundation Engineering—By means of lectures and assigned readings and various methods of soil sampling, types of piles, pile driving equipment, pile loading capacity, the destructive action of marine borers and methods of prevention are studied. A discussion of the various types of caissons and cofferdams is included as well as methods of underpinning and the control of ground water in foundation construction. Consideration of dredging operations concludes the course.

Co-ordination

50-01 Professional Development—An over-all discussion of job-getting techniques covering in order such items as a survey of the occupational

field wherein the engineering training can be profitably applied, a market survey of opportunities, a study of the accepted techniques related to job-getting efforts, such as qualification records, prospect files, letter writing, interviews, etc., planning and executing the job-getting campaign.

Concurrently and co-ordinated with the foregoing, the purposes, objectives and activities of the professional societies and of the Engineers' Council for Professional Development will be developed with specific reference to the ethics of the profession, the licensing of engineers, and after-college continuation of educational progress.

Drawing

12-01 Engineering Drawing—A course in fundamentals of the graphic language as used in engineering. It comprises a thorough study of multiplanar orthographic shape description as the foundation for a later study of working drawings. The work is laid out to include the following divisions: care and use of drawing equipment, freehand lettering, geometric constructions, multiplanar orthographic projection including primary and secondary auxiliary views, freehand and technical sketching.

12-02 Engineering Drawing—This is a continuation of course 12-01 and includes a study of pictorial drawing; working drawings and applications of A.S.A. standards. Isometric, oblique and angular perspective are studied in the pictorial field and sections, dimensioning, screw threads, fastenings and ink tracing are applied to simple detail and assembly drawings. Pencil work on vellum is made suitable for the various reproduction processes.

12-03 Descriptive Geometry—This is a course in the theory of projection drawing. It is designed to develop powers of visualization and to solve by revolution, auxiliary and direct method problems involving space relationships. In addition to problems with point, line and plane, the course includes a study of intersection and development of surfaces, shadows, mining problems, graphic solution of stresses in framed structures and other problems of a practical nature.

12-04 Machine Drawing—Detail working drawings of machine parts and assembly drawings of simple machines are made according to recommendations of the American Standards Association. Such simple phases of mechanism as are essential to a complete understanding of machine drawing are included in the course. Fastenings, machine parts and samples of small machines are made available for reference. Drawings are reproduced by students in blueprint, ozalid, blackline and portagraph.

Economics

20-11 Economics—After an analysis of the main characteristics of our modern economic order, attention is turned to the fundamental eco-

conomic laws and principles governing the production of economic goods, the organization of business enterprise, money, banking, the business cycle, control of the price level, and international trade.

20-12 Economics—A continuation of 20-11. The first part of the course deals with the principles of price determination under competitive and monopolistic conditions, and the principles underlying the distribution of wealth and income into wages, interest, and profits. Consideration is then given to the major aspects of the economic problems of agriculture, public utility regulation, labor, consumption, public finance, and economic reform.

Elective Courses

Students in the College of Engineering, in order to satisfy the elective requirements, may choose such courses as the following from among those offered by the College of Liberal Arts.

<i>Biology</i>	—10-10	General Biology
<i>Economics</i>	—20-06	Current Economic Problems
	20-07	International Economic Relations
	20-08	Labor Problems
<i>English</i>	—30-11	Shakespeare
	30-12	Great European Writers
	30-14	Contemporary Drama
	30-15	Contemporary Novel
<i>Government</i>	—22-06	Municipal Government
	22-07	Government and Business
<i>History</i>	—23-06	Modern European History
	23-07	History of Latin America
	23-08	History of the Far East
	23-24	History of Art I
	23-25	History of Art II
	23-26	History of Architecture
<i>Modern Languages</i>	—31-05	Introduction to French
	31-06	Introduction to French
	31-07	Introduction to French
	31-08	Introduction to French
	32-05	Introduction to German
	32-06	Introduction to German
	32-07	Introduction to German
	32-08	Introduction to German

	33-05	Introduction to Spanish
	33-06	Introduction to Spanish
	33-07	Introduction to Spanish
	33-08	Introduction to Spanish
Philosophy	—24-07	Introduction to Philosophy
	24-08	Problems of Philosophy
Psychology	—25-03	Fundamentals of Psychology
	25-04	Social Psychology
	25-05	Applied Psychology
Sociology	—26-03	Introduction to Sociology
	26-04	Social Ethics
	26-05	Social Pathology
	26-06	The Family

Electrical Engineering

3-01 Electrical Engineering I—This course is designed to give a sound limited background in the field of Electrical Engineering covered by the general topics of electric currents and conductors, electrical measuring instruments, measurement of resistances, electromotive force, electrical network theorems, electromagnetic induction, magnetic circuits and magnetic forces. The material covered being supplemented by basic engineering problems covering these fields which the Civil, Mechanical, and Electrical student will meet in engineering work.

3-02 Electrical Engineering I—This course is a continuation of 3-01. It deals with the Electrical Engineering in the field of Alternating Current covered by the general topics, instantaneous voltage, current and power; effective current and voltage; average power; vector algebra (as applied to alternating current); sinusoidal single phase circuit analysis. The problems covering these fields being basic in nature to the general engineering field.

3-03 Electrical Measurements—This course comprises a brief study of measurements in general and precision measure as applied to electrical measurements in particular. Resistance devices, galvanometers, ammeters and voltmeters are next discussed, the treatment of other instruments being taken up later in connection with their use. This is followed by a detailed discussion of the methods of measuring various electrical quantities: resistance, resistivity, conductance; DC electromotive force, current, power, and energy; induction and magnetic induction. This part of the work involves the student's use of both visual and sound indicating devices. Some consideration is given to the principles and operation of electronic devices. Appropriate laboratory experiments are included.

3-04 Electrical Engineering—This course is designed to meet the needs of the Chemical Engineering students in so far as their knowledge of elementary electrical engineering is concerned. This involves a consideration of principles of AC and DC power circuits including motors: their operating characteristics, control and application; selection of motors and their duty cycles. The latter part of the course is devoted to the study of elementary vacuum tube theory, with emphasis on electronic control devices, involving the phototube, thyratron and other tubes applied to circuits used in the chemical engineering industry.

A laboratory course accompanies this lecture course and study is made of both AC and DC motor operation and control, with further work on industrial electronic control devices.

3-10 Direct Current Machinery—This course deals with the principles of DC machinery including structural parts of dynamos, armature windings, commutation, armature reaction, ratings, excitation methods and operating characteristics of shunt, series and compound generators. The principles of operation of DC motors are also studied with emphasis on shunt, series and compound characteristics, stray power, efficiencies and applications. Attention is also given to auxiliary protective and control devices as well as to work on DC power transmission.

3-11 Advanced Alternating Current Circuit Theory—In this course attention is given to those single-phase AC principles not taken in previous courses. The subject matter includes a study of AC transients in linear circuits, nonsinusoidal wave form analysis, effective resistance and reactance, and elementary filter circuits.

3-12 Electrical Engineering Laboratory—Direct Current—This is a laboratory course intended to develop a thorough understanding of the operation of DC machinery as studied in Course 3-10. Experiments include work on armature and field resistance measurements, shunt, series and compound motor load characteristics, manual and electronic control of speed, stray power, generator characteristics and parallel operation of generators. This course also enables the student to develop an ability to make tests of engineering nature and to accumulate and present test data and calculations in the proper accepted report form.

3-13 Electrical Measurements—This course is designed to acquaint the student with the theory of precision measure as applied to electrical measurements in particular. Some of the subjects covered are theory of measurements, directly and indirectly measured quantities, recording of observations, rules of significant figures, classification of error, law of error, characteristics of error and law of average deviation.

Most of the problems studied fall in the following two general classifications: (1) Given the precision measures of the directly measured quantities, to determine the precision measure of the indirectly measured quantity as calculated by the use of engineering equations which apply to measurements work. (2) Given the prescribed precision to be ob-

tained in the indirectly measured quantity, to determine the precision measure of the directly measured components which enter into its calculation.

In this course, parts and theory of operation of resistance devices, galvanometers, indicating instruments are discussed. This is followed by a detailed discussion of the methods of measuring various electrical quantities: resistance, resistivity, conductance; DC electromotive force, current, power, and energy.

The principles taught in this course are immediately applied in all experiments run in the measurements laboratory and so far as necessary in the machine testing laboratory.

3-14 Electrical Engineering Laboratory—Direct Current—This laboratory course is a continuation of Course 3-12, presenting to the student the more advanced DC machinery experiments. It includes work on stray load losses, retardation method of obtaining losses, electrical supply of losses, separation of losses, heat runs on DC machinery and generator regulation.

3-15 Polyphase Alternating Current Circuits—This course deals principally with polyphase circuits. Voltage, current and power relations in polyphase circuits are studied in detail with emphasis on three-phase conditions both balanced and unbalanced. Particular attention is given to the methods of measuring power in these cases and to the application of symmetrical phase components to the solution of unbalanced polyphase circuits. Included also is a study of methods of calculating short-circuit and incremental currents in polyphase power systems under fault conditions.

3-16 Electronics—This is an introductory course in electron tubes and is concerned with the motion of electrons in electric and magnetic fields, thermionic emission, static and dynamic vacuum tube characteristics, equivalent circuit methods, and graphical solutions. The object of the course is to give the student a thorough knowledge of the basic construction and operation of thermionic vacuum tubes and to demonstrate the mathematical and graphical procedures used in solving circuit problems.

3-17 Electrical Measurements—This course is a continuation of Electrical Measurements 3-13. The measurements of resistance, capacity, inductance, magnetic induction, AC power and energy are treated in this course with a detailed discussion of the methods of measuring them and the standards which apply. This phase of the subject involves the use of both visual and sound indicating devices, and includes some work with the use of circuits and bridges designed for high-frequency measurements, tube constant determination, attenuators and attenuator design. In all this work the student is given a general discussion of the construction, theory of operation, methods of use, sources of error, etc., of the types of measuring instruments and bridges used in commercial and standardizing laboratories.

3-18 Electrical Measurements Laboratory—This course consists of a series of experiments emphasizing the principles developed in 3-13 and 3-17. The student becomes familiar with standard testing apparatus and procedure. The experiments include bridge measurements of resistance, inductance, and capacitance, standardizing and testing of instruments and meters. Experiments are also included on networks of various types.

3-19 Electric Field Theory—This course is designed to meet the requirement that the student who graduates with a bachelor's degree in electrical engineering have information concerning the fundamentals underlying the techniques of static and dynamic electric and magnetic field theory. The subject matter is taken up in the following order: electrostatics; vector analysis, unit vectors, vector algebra, gradient; divergence, curl, polar co-ordinates; theorems related to fields, curl, scalar potential, solenoidal fields and vector potential; electrostatic fields, conductors, charged sphere, inverse square law, electrostatic energy; dielectrics, polarization; electric current, electromotive force; magnetic fields, magnetic force, magnetic flux, emf by motion, convention signs; fields and wire, magnetic flux linkages; examples and interpretation, boundary surface, fields within conductor, induction; Maxwell's field equations; plane waves, electric fields, magnetic fields, power and Poynting's Vector, reflection; radiation, magnetic vector potential, electrodynamic potential.

3-20 Transformer Theory—The purpose of this course is to present a detailed careful study of the construction, theory and operation of transformers used in power work. Both single-phase and polyphase applications are involved, with particular emphasis on regulation and efficiency calculation and test methods. Special types of transformers, such as the constant current transformer, the autotransformer, and instrument transformers are also included.

3-21 Electronics—This course is a detailed study of the design, calculation, and operation of vacuum tube circuits. Among the topics considered are low power audio and radio frequency amplifiers, oscillators, modulators, detectors, and measuring equipment. In addition, an introduction to the performance of gas-filled tubes is given. Problems are solved on modern practical circuits and the student is given practice in both equivalent circuit and graphical methods of solution.

3-22 Alternating Current Test Laboratory—This is a laboratory course designed to present tests on alternating current circuits and transformers at power frequencies. It includes work on series and parallel R, L, C circuits, resonant conditions, power measurements by the two-wattmeter and polyphase wattmeter methods, load tests on transformers, polyphase transformer connections and the constant-current transformer.

3-23 Electronics Laboratory—The experiments performed in this course are based upon the material given in 3-16. They include the determina-

tion of static and dynamic vacuum tube characteristics, tube constants, and the performance of tubes in amplifiers and similar circuits. Emphasis is placed upon checking experimental results with those obtained by calculation.

3-24 Electronics Laboratory—The experiments in this course deal with measurements at radio frequencies including broadcast-band and short wave. The types of apparatus experimented upon include a typical superheterodyne receiver, detectors, Class C amplifier, reactance modulator, frequency discriminator, coaxial line, and matching networks. The student acquires practice and experience in using test equipment such as primary and secondary frequency standards, cathode-ray oscilloscopes, vacuum tube voltmeters, and frequency meters.

3-25 Advanced Measurements Laboratory—This laboratory course is a continuation of the work done in 3-18. The experiments are intended to give practice in more advanced methods of measurement and to give the student experience in using audio oscillators, vacuum tube voltmeters, cathode-ray oscilloscopes, and similar equipment. Typical experiments are concerned with filters, artificial lines, audio transformers, harmonic analysis, and radio frequency bridge measurements.

3-26 Synchronous Machinery—In this course a detailed study is made of alternating current synchronous machines. In addition to the study of the synchronous generator and the synchronous motor, considerable time is spent in discussing the problems involved in operating synchronous generators in parallel.

3-27 High Frequency Engineering—This course is based on the material covered in Electronics 3-16 and 3-21 continuing into the field of radio engineering, taking up the following topics: electron conduction of gases, glow and discharge tubes and circuits; power supplies, design and analysis; voltage and current stabilizers, Class B and AB₂ power amplifiers, Class C r.f. power amplifiers, trigger circuits and pulse generators.

3-28 Transmission Lines and Networks—This course deals with those fundamental principles of the electrically long transmission line which are common to its use, throughout the entire range of frequencies, to the point where circuit theory must be replaced by field theory.

After a brief discussion of skin effect and the variation in the circuit "constants" R L C & G with frequency, the steady state of the line with various terminations is considered, followed by reflection phenomena, the quarter and half wave length (or integral multiples thereof) lines, under open and short circuit conditions, with special attention to the dissipationless and distortionless lines. Then the equivalent T and Pi networks in detail for uniform and composite lines, which is followed by a discussion of insertion loss, iterative and image impedance connections, and finally a thorough discussion of two terminal reactance arms potentially equivalent and inverse, together with a full consideration of Foster's Reactance Theorem.

3-29 Advanced Field Theory—This course is based on the material covered in Electric Field Theory 3-19. The material covered may be subdivided into three general classifications: antennas, propagation, and wave guides; the subdivision of these are antennas, low and high-frequency antennas, antenna arrays; propagation, general nature of propagation and dependence on frequency; wave guides; propagation through rectangular and circular guides, resonance phenomena in wave guides, application of resonant elements, practical utilization of wave guides.

3-30 Induction Machinery—This course is a continuation of 3-26. It deals with other types of alternating current machinery. The machines studied in detail include the synchronous converter, the mercury arc rectifier, single-phase and polyphase induction motors, induction generators, series and repulsion motors. The method of symmetrical phase components is used in the study of unbalanced conditions in certain types of motors.

3-31 High-Frequency Engineering—Continuation of High-Frequency Engineering 3-27, covering the following topics: power oscillators, U H F generators, negative grid oscillator, positive grid oscillator, velocity-modulated tubes and circuits, magnetron and special tubes; light sensitive tubes and cells, electron tube instruments and measurements.

3-32 Filters—This course is a continuation of 3-28; beginning with an introduction dealing with the purpose and use of filter networks in general, and next taking up in detail the four principal forms of Low-High- Band-pass and Band elimination; in the Constant K, m-derived and double m types. Then follow methods of improving constancy of image impedance by fractional and mm' terminating half sections; effects of dissipation in filters and methods for allowing and correcting for it; special arrangements in filters when operating in parallel to distribute a broad band of frequencies between different paths without interference.

Some attention lastly is given to the application of filters in power systems for machine-neutral wave-traps, and machine resonant shunts, line shunt filters for modifying resonant characteristics, and rectifying filters both AC and DC for preventing rectifiers from increasing harmonics in AC supply systems.

3-33 High-Frequency Laboratory—All of the experiments in this course are performed at frequencies above 300 megacycles. The equipment includes resonant line oscillators, ultra-high-frequency generators, antenna field pattern equipment, wave guides, resonators, and ultra-high-frequency meters. Typical experiments include the determination of field patterns from parasitic and driven antenna arrays, determination of the resonance curve of various resonators at 1000 megacycles, and calibration of an iris diaphragm at 3000 megacycles, etc.

3-34 Advanced Electrical Engineering Laboratory—In this laboratory course tests are performed on alternating current machinery involving work on

synchronous motors, the brush-shifting motor, alternator load runs, parallel operation of alternators and synchronizing, and the squirrel cage and wound-rotor types of induction motors. Included also is work on the ignitron rectifier, inverter, electronically controlled synchronizing and AC generator voltage regulation.

English

30-01 English I—A review of basic sentence structure and the grammatical functions of clauses and phrases, followed by a study of effective sentence writing, paragraph development, and reading techniques. Theme assignments are planned to develop practical skill in each of the phases studied.

30-02 English I—A study of the structure and organization of written compositions: outlining, development of compositions by phases, and the analysis of expository writings. Experimental work in each phase is carried out by means of theme assignments and readings.

30-03 English I—A study of the problems peculiar to each of the four main types of discourse: exposition, description, narrative, and argument. Theme work includes, in addition to these basic types, some assignments in the framing of reports and the writing of business letters.

30-07 Effective Speaking—A study of the report as a means of oral and written presentation of technical data. Reports of various types are planned and written. Considerable class time is devoted to the presentation of oral reports and oral summaries of written reports.

Finance and Insurance

44-13 Construction Finance—The financial problems confronting the setting up of engineering and construction organizations and the methods of providing funds to carry on projects constitute the subject matter to be studied. This will include a consideration of the various forms of business organization from the legal as well as the operational point of view. The uses of capital stock, mortgage bonds, land trust certificates, purchase money mortgages, together with the importance of appraisals in the financing of public projects, projects of private enterprise, public utilities and expansion of these services are studied. The problems of providing working capital and the use of bank credit are also considered.

44-14 Industrial Finance—This course covers the ways of financing a business, operating and fixed capital for long and short periods, for the different forms of business current in our economy. Emphasis will be placed upon the corporate forms and the part played by the government in financial control.

Geology

13-01 Geology—This introductory course in geology is designed primarily for civil engineering students.

The basic concept of the structure of the earth and a brief discussion of the significance of geological time serves as an introduction to this course. Among the other topics considered are rocks, rock making minerals, weathering, underground water, glacial action, and mountains. Considerable time is given to the discussion of surface water in its various locations such as rivers, lakes, swamps, and the sea and its action. The courses close with lectures on volcanism, deep seated igneous action and earthquakes.

The lectures are illustrated by lantern slides, films and exhibits from a large collection of rocks and minerals available at the University.

13-11 Engineering Geology—Geology and its relation to such problems as highways, structures, tunnels, reservoirs and dams. The emphasis is upon the practical application of the information acquired in 13-01, General Geology.

Government

22-05 American Government—An analysis of the structure and functions of American Government with emphasis upon its constitutional powers and limitations. Consideration is given to current problems of state and local government.

History

23-05 American History—A study of the growth of American democracy with particular attention to the economic phases of our development during the last half-century.

Industrial Engineering

5-10 Industrial Management I—The administrative and managerial aspects of factory and plant operation are given thorough treatment in this course. Emphasis is placed upon such managerial functions as budgeting; the selection of the factory location and factory machines and the maintenance of equipment; methods of analyzing production costs and the profit potentials of the business; plant layout, materials handling, and stores keeping; and product standardization, simplification, and specialization. The course is designed to bring to the student a realization of the social and economic significance of the "management movement," to give him an understanding of the management of the physical property of the plant and the organization of the physical plant itself.

5-11 Industrial Management II—This is a continuation of course 5-10 Industrial Management I. It deals with the management of manpower and the control of plant operations. The over-all problem of effective utilization of men, materials, machines, and money is considered. These management principles and practices which apply to this problem are presented from the standpoint of practical application under typical shop conditions with emphasis upon the "scientific approach."

Phases of management which are considered in some detail are organization and morale, selection and training, motion and time study,

job evaluation and merit rating, wage payment plans, production planning and control, and cost control. At no time is the student permitted to lose sight of the impact of these managerial activities upon the type of labor-management relations which exist within the plant.

5-15 Methods Engineering I—This course presents in detail the functions of the factory staff department commonly known as the Methods Department. These include process analysis through the use of process charts and flow diagrams; the principles and technique of plant layout; operation analysis through the use of operation charts, man-and-machine charts, time study, and micromotion study; the application of the principles of motion economy to all phases of factory operation, clerical and mechanical.

Complete laboratory facilities provide opportunity for the student to apply the subject matter of the course to a typical factory operation set up for this purpose. In the development of the laboratory project, particular attention is given to the method of approach, workplace layout, the elimination of fatigue through the use of labor-saving tools and equipment, and to the problems of installing the approved solution in the factory.

5-16 Methods Engineering II—Like the course in Methods Engineering I, the subject matter of Methods Engineering II deals with the activities of a staff department which aids in the "scientific managing" of the factory, in this case the Time Study Department. A discussion of wage incentive plans paves the way for a thorough understanding of the other topics treated in detail; relation of time study to motion study and micromotion study; time study technique and procedure; performance rating, development of concept of "normal," use of personal, fatigue, delay, and other allowances; the analysis of data, treatment of variables, and the preparation of standard data; setting job and element standards directly from time study versus the use of standard data; industrial relations problems connected with the application of time-studied wage incentive plans.

The use of the completely equipped laboratory makes possible the practical application of the principles presented, and permits a critical analysis of the value of the more familiar practices in the field. A highly important part of the course is the study of the use of elemental body motion time values for standard-setting and motion-analysis purposes versus the more conventional time study methods.

5-17 Production Planning and Control—This course deals with the highly important "operating management" activity of planning and controlling the flow of materials through the shop and the utilization of the equipment and manpower to best advantage. Although closely allied with the subjects of Methods Engineering, Time Study, and Quality Control, this function of production planning warrants separate treatment.

Included in the course is the following subject matter: factory organization, factory planning and layout, nomenclature, stores keeping con-

trol, development and engineering, planning procedure, scheduling, routing, dispatching, the use of special control charts and boards, forecasting and budgeting.

Of particular importance is the presentation of the special problems of production planning and control as related to the four main types of productive processes: (1) the job-shop type, (2) the mass-production type, (3) the available-equipment type, and (4) the co-ordinated-effort type.

5-18 Quality Control—The materials presented in this course are designed to give the student a working knowledge of the theory behind the control chart method and an appreciation of its use. The subject matter includes fundamentals of quality control, theory of control charts, analysis of control chart data, sampling methods, control chart applications, the Poisson distribution, planning for statistical quality control, acceptance sampling, control chart techniques, and industrial applications. Practical adaptations of the method in the solution of quality control problems from local industrial plants aid in familiarizing the student with the possibilities of Quality as a "tool of scientific management" for decreasing costs and increasing production.

Industrial Relations

42-10 Personnel—The purpose of this course is to survey the work of the personnel department. The what and how of the employment office will be analyzed along with the current practices in the conduct of human relationships in industry.

42-17 Problems in Personnel—This course is an examination of selected problems in industrial relations. The major portion will be devoted to a discussion of wage problems. Other problems such as testing, promotion, layoff, and government regulations will be covered.

Marketing and Advertising

43-08 Sales Engineering—This course deals with classification of commodities, structure of markets, and functions of the sales departments. It treats, also, the development of research and, finally, presents by the case method problems covering the broad field of sales management.

Mathematics

14-01 College Algebra—The study of algebra is scheduled to begin with the solution of the quadratic equation, simultaneous quadratics, and equations in quadratic form. However, a rapid but thorough review of the fundamentals of algebra precedes this. The solution of the quadratic is followed by a detailed study of the theory of exponents. Then follow radicals, series, variation, inequalities, and the elementary principles of the theory of equations. Considerable time is given to plotting and the

use of graphs in the solution of equations. The elementary theory of complex numbers is also covered.

14-02 Trigonometry—This is a complete course in trigonometry and should enable the student to use all branches of elementary trigonometry in the solution of triangles as well as in the more advanced courses where the knowledge of trigonometry is essential. Some of the topics covered are the trigonometric ratios; inverse functions; goniometry; logarithms; circular measure; laws of sines, cosines, tangents, half angles; solution of oblique and right triangles; transformation and solution of trigonometric and logarithmic equations. Considerable practice in calculation of practical problems enables the student to apply his trigonometry to problems arising in practice at an early stage. Additional work, graphical and algebraic, is done with the complex number, introducing De-Moivre's theorem and the exponential form of the complex number.

14-03 Analytic Geometry—This being a basic course in preparation for any further study of mathematics, it requires a thorough knowledge of the fundamentals of algebra. The course covers cartesian and polar coordinates; graphs; the equations of simpler curves derived from their geometric properties; thorough study of straight lines, circles, and conic sections; intersections and curves; transformation of axes; plotting and solution of algebraic equations of higher order and of exponential, trigonometric, and logarithmic equations; loci problems. The general equation of the second degree is thoroughly analyzed in the study of conic sections.

14-04 Introduction to Calculus—Explicit and implicit functions, dependent and independent variables, some theory of limits, continuity and discontinuity are given special attention from both the algebraic and the geometric points of view. Some theorems on the infinitesimal are introduced, and a study is made of infinity and zero as limits. Relative rates of change, both average and instantaneous, and the meaning of the slope of a curve follow. The differential and the derivative as applied to algebraic functions with the geometric interpretation are then studied. Tangents to curves of the second degree follow here. Simple applications with interesting practical problems help to develop the interest here and lay a solid foundation for the study of the calculus. The introduction of the differential at the same time with the derivative helps considerably to bridge the large gap which usually exists when the student passes from the study of the elementary analytic geometry to the infinitesimal of calculus.

14-05 Differential Calculus—The differential is introduced and defined at the outset of the course together with the derivative; geometric and practical illustrations are given of both, and both are carried along throughout the course. The work in the course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, both explicit and implicit; slopes of curves, maxima and minima with

applied problems; partial differentiation; derivatives of higher order; curvature; points of inflection; related rates; velocities, acceleration; expansion of functions; series. Although the subject matter deals with considerable theory, constant sight is kept of the practical application of the theory. The geometric interpretation of every new subject is carefully defined and problems are continually solved dealing in practical applications of the theory in geometry, physics, and mechanics.

14-06 Integral Calculus—This is a continuation of Calculus 14-05, and deals with integration as the inverse of differentiation as well as the limit of summation. The topics covered are methods of integration; use of integral tables; definite integrals; double and triple integrals; areas in rectangular and polar co-ordinates; center of gravity; moment of inertia; length of curves; volumes of solids; areas of surfaces of revolution; volumes by triple integration; practical problems in work, pressure, etc., depending on the differential and integral calculus for solution; solution of simpler differential equations.

14-07 Differential Equations I—The elementary theory and solution of ordinary differential equations is offered here as a general course in mathematics. Although principally a problem course in solving differential equations, properties of equations and of their solutions are deduced, and applications to the various fields of science are analyzed.

Mechanical Engineering

2-10 Mechanism—This course includes mathematical and graphical solutions of problems involving angular and linear velocities and gear trains. It covers a careful study of parts of mechanical movements and the application of velocity diagrams, quick-return mechanisms, and cams. The theory of gear tooth outlines is illustrated by graphical methods, and various miscellaneous mechanisms are considered.

2-11 Machine Design—Practice is given the student in the application of theoretical principles previously studied, so that he becomes familiar with the many practical details which must be considered in design work. The problems taken up are both of a static and of a dynamic nature. Typical designs taken up include hydraulic press, hydraulic flanging clamp, crane, air compressor, punch and shear, stone crusher.

In each design, the construction details are carefully considered, with special attention to methods of manufacture, provision for wear, lubrication, and so forth. The work is based on rational rather than empirical methods, the student being required to make all calculations for determining the sizes of the various parts and all necessary working drawings.

2-12 Machine Design—This course comprises a continuation of Machine Design 2-11, with special reference to designs involving dynamic stresses. A thorough discussion of the principles and methods of lubrication forms a part of the course.

2-20 Applied Mechanics (Statics)—The subjects treated are collinear, parallel, concurrent, and nonconcurrent force systems in a plane and in space; the determination of the resultant of such systems by both algebraic and graphical means, special emphasis being placed on the string polygon method for coplanar force systems; the forces required to produce equilibrium in such systems; first moments as applied to varying intensity of force and to the determination of centers of gravity of areas and solids; second moments and problems involving static friction, such as the inclined plane and the wedge.

2-21 Applied Mechanics (Kinetics)—The subjects treated are second moments and their application to the determination of moment of inertia of plane and solid figures, radius of gyration, polar moment of inertia; product of inertia; principal axes; principal moments; uniform motion, uniformly accelerated motion, variable accelerated motion, harmonic motion, simple pendulum; rotation, plane motion; work, energy, momentum and impact.

2-22 Strength of Materials—The topics covered in this course are physical properties of materials, stresses in thin hollow cylinders and spheres, riveted connections of the structural and continuous plate type, welded connections; and beams, covering shearing force and bending moment diagrams, stress analysis of beams, and the design of beams.

2-23 Strength of Materials—This is a continuation of the subject matter of 2-22 covering the deflection of beams by the double integration and by the moment-area methods; indeterminate beams and continuous beams; torsion of circular shafts, including stress, horsepower and angle of twist; combined axial and bending loads; and column action in compression members.

2-24 Advanced Mechanics—The analysis of stress at a point is treated by analytical and graphical (Mohr's Circle) methods. An investigation of the existing theories of failure is made and the results applied to the special problems of thick hollow cylinders, shafting, curved bars in bending, nonsymmetrical bending, noncircular torsion, flat plates and allied subjects leading to the applications of mechanics in machine design, the elastic theory and photoelasticity.

2-25 Aerodynamics—The course comprises a study of the fundamental theory of aerodynamics which underlies all calculations concerning the performance and stability of airplanes including characteristics of airfoils and elementary propeller theory.

2-26 Engine Dynamics—The main considerations of this course are the discussion of mechanical vibrations, both free and forced types, particularly those of one degree of freedom and the balancing of engines. Coriolis' law; gyroscopic action; the principles of impulse and momentum both linear and angular, and impact are also treated.

2-30 Heat Engineering (Power Plant Equipment)—This course is largely description, and covers most of the equipment used in modern power plants. Particular attention is given to modern boilers, and boiler accessories, ash and coal handling systems, the various types of engines with their valve gears and governing devices, condensers, feed water heaters and pumps. Steam turbines, gas turbines and other prime movers are taken up.

2-31 Heat Engineering (Thermodynamics)—In this introductory course in the fundamentals of thermodynamics the following subjects are discussed: general theory of heat and matter; first and second laws of thermodynamics; equations of state; fundamental equations of thermodynamics; laws of perfect gases; properties of vapors including development and use of tables and charts; thermodynamic processes of gases, and saturated and superheated vapors; and the general equations for the flow of fluids.

2-32 Heat Engineering (Thermodynamics)—This course covers the same subjects as 2-31 but more extensively. In addition, some time is devoted to the General Equations of Thermodynamics.

2-33 Heat Engineering—The principles of thermodynamics are here applied to various problems of heat engineering. These include the fundamental laws governing the flow of gases and vapors through nozzles and orifices with and without friction; the theory of vapor engines, including discussions of the Rankine, the reheating, the regenerative and the binary vapor cycles; and the efficiencies and power calculations for actual steam engines and steam boilers.

2-34 Heat Engineering—The principles of heat transfer for steady flow conditions and their applications to practical problems, and the analysis of single and multistage compressor cycles form the first part of this course. The balance of the time is devoted to the history, theory, equipment and applications of mechanical refrigeration. This includes a study of the properties of refrigerants, simple and compound compression cycles, absorption system and the jet or vapor system.

2-35 Heat Engineering—The various types of modern airplane, diesel and automobile internal combustion engines are taken up in detail and the theory, analysis, and construction of such engines are carefully studied. The work includes the study of flame travel, the combustion process, efficiencies of the many cycles and types of engines used under different conditions.

The course is based mainly on theory but careful consideration is also given to these data compiled from research in the different phases of internal combustion engineering.

2-36 Heat Engineering (Steam Turbines)—A study is first made of the flow of steam through nozzles, dynamic action of jets on moving blades, and

other elements in the design of steam turbines. This material is followed by a consideration of the various types of turbines, their governing mechanisms, condensing equipment, and other constructional details. The principles and performance of gas turbines are treated in the latter part of the course.

2-37 Heating and Air Conditioning—The important methods of heating and air conditioning various types of buildings are studied in this course. The principles of heat transfer and air flow are discussed and their application in the various systems are brought out through lectures and problems.

2-38 Power Plant Engineering—This course consists of topics and problems chosen largely from engineering practice selected to give to the engineering students a firm grasp of fundamental principles and engineering methods of attacking and analyzing problems in power plant, not only from the point of view of scientific theory, but also with due consideration of the limitations imposed by practice and by costs. Efficiency and operating costs of different types of plants such as steam, hydroelectric, and diesel engines are also carefully studied to determine the type of plant best suited for the conditions and location involved.

2-40 Materials—A study of the physical properties, composition and to some extent the methods of production of the ferrous and nonferrous metals and their alloys, plastics, timber, lime, clay products, cement and concrete.

2-41 Metallography—This course is designed to show the student the relation between the crystalline structure of metals and their physical properties.

The theory of crystallization and some of the various equilibrium diagrams are studied. Different metallic specimens of known composition are polished, etched, photographed and studied by use of the metallograph and their physical properties are compared. The effect of heat treatment on the crystalline structure is noted.

2-50 Production Processes I—A course in the techniques, processes, and machines used in the production of manufactured articles.

Some of the processes covered are heat-treating, forging, welding, foundry practice, die casting, and plastics. The metallurgical principles involved are correlated with good shop practice in each case.

The construction nomenclature, and operation of the following machine tools are discussed: lathe, milling machine, planer, shaper, broaching machine, and grinder.

2-60 Mechanical Engineering Laboratory—This course consists of a preliminary series of tests upon various types of apparatus used in steam power plants to illustrate under actual conditions the principles developed in Thermodynamics 2-32. These exercises are in preparation

for more complete tests to be performed during the following semester in 2-61.

The following tests are illustrative of the type of work performed: calibration of gages, plain slide valve setting, tests on steam calorimeters, flow of steam through orifices, weir calibration, steam injector, tests on friction of drives, fuel calorimeters and flow of water in pipes.

2-61 Mechanical Engineering Laboratory—This course comprises a series of tests on various types of power plant equipment, more complete than those made in course 2-60. Included in the apparatus tested are the following: steam engine, gasoline engine, steam-driven air compressor, triplex power pump, steam pulsometer, rotary power pump, Pelton water wheel, centrifugal pump, air blower and steam turbine.

A complete report is made on each test describing the machine tested, method of test, results, and discussion, all in accordance with the ASME Power Test Codes.

2-62 Mechanical Engineering Laboratory—The tests in this course deal mainly with the testing of materials of engineering which are of interest to the Mechanical Engineer. Correlation of the tests with the theories of strength of materials, with the heat treatment in the case of steels, and the compositions of brasses, bronzes and alloy steels is an essential part of the work. In addition, some experiments relating to the fields of aerodynamics and the vibrations are also made.

2-63 Mechanical Engineering Laboratory—This is a continuation of 2-62. Included in the apparatus tested are the following: steam heating boiler, carrier air conditioner, unit heater, diesel engine, radiator test, oil testing, multistage centrifugal pump, Warren steam pump, hot air heater, and uniflow steam engine. A complete report is required for each test.

2-64 Testing Materials Laboratory—A detailed study is made of the methods of inspecting and the testing of the structural materials of engineering. Complete stress-strain diagrams are determined for metals in tension, evaluating the standard physical properties. Other tests are made for the hardness, elastic limit, transverse strength, torsional resistance, compressive strength, column action, impact resistance and bending properties of metals; compressive and transverse tests of timber and the correlation of these tests with the usual standards.

2-65 Mechanical Engineering Laboratory—The principles developed in Heat Engineering 2-31 are illustrated by a series of tests on various types of apparatus used in power plants. A report on the equipment tested is made by the student. The following experiments illustrate the type of machines tested: air blower, steam calorimeters, steam engine, steam turbine, air compressor, multistage centrifugal pump, Pelton water wheel, triplex power pump, steam injector and steam heating boiler.

2-66 Mechanical Engineering Laboratory—This course consists of a study of the various methods in processing metals, and includes the study of machine tools, small tools, metal working costs and a study of the most effective way of removing metal.

The course also includes a study of the heat treatment of tools, and the use of jigs and fixtures in the operation of modern manufacturing processes.

Physical Education

16-01 Hygiene—This course aims to provide the student with fundamental information which will be useful in developing and maintaining good health and in the practice of personal hygiene. The course includes enough of the fundamentals of physiology and anatomy to enable the student to understand such parts of the work as require some knowledge of these subjects.

16-02 Hygiene—A continuation of 16-01 completing a study of the function and care of the several systems of the body.

16-10 Physical Training—All first year men students are required to take Physical Training. Health, strength, and vitality do not come by chance but by constant attention to those factors involved in their development. It is very essential for the student to acquire good habits of living.

The work in the course includes a formal calisthenic program, special exercise classes for the correction of postural defects, participation in the regular athletic program, including baseball, basketball, football, hockey, track, and many types of informal games. All members of the class are also required to learn to swim.

Students wishing to be excused from Physical Training because of physical defects are required to present a petition to the faculty supported by a physician's certificate.

16-11 Physical Training—A continuation of 16-10.

16-12 Physical Training—A continuation of 16-11.

Physics

15-01 Physics—A study of the fundamental principles of mechanics. The topics treated are kinematics, dynamics, and statics.

15-02 Physics—This course completes the study of mechanics, and starts the subject of electricity and magnetism. Energy, power, machines, vibratory motion, elasticity, fluids, magnetism and electrostatics are studied.

15-03 Physics—Continues the subject of electricity. The topics covered are resistivity, circuits, electromagnetism, magnetic circuits and condensers.

15-04 Physics—Completes the study of electricity. Basic principles of alternating current generation and series circuits, thermoelectric, photoelectric, and thermionic effects, and electromagnetic radiation are the topics studied.

15-05 Physics—A first course in the study of light, covering all the details within the scope of standard college texts on the subject. Lectures, demonstrations, and laboratory experiments on selected topics in mechanics and light.

15-06 Physics—A study of wave motion, sound and heat. Lectures, demonstrations, and laboratory experiments, the latter covering topics in sound, heat, and electricity.

Statistics

20-22 Industrial Statistics—The increasing use of statistics in business and in the field of industrial engineering makes essential an understanding of the fundamental methods and applications of statistical analysis. In this course the important topics considered include the following: the collection of statistical data; the presentation of statistical data in tabular and graphic forms; and the uses and construction of frequency distributions, averages, measures of dispersion and skewness, and the normal curve. Specific attention is given to the practical uses and limitations of statistics in the work of the industrial engineer.

20-23 Industrial Statistics—Time series analysis receives major consideration in this course. The standard procedures for measuring, separating, and eliminating trend, periodic, seasonal, cyclical, and irregular movements of time series are carefully studied. Students are required to analyze a time series related to their co-operative employment or to a field of industry in which they have especial interest. The construction of index numbers, the use of currently published index numbers, correlation, and business forecasting complete the course content. Particular regard is paid to the internal use of statistics in industrial concerns.

NORTHEASTERN UNIVERSITY

DAY COLLEGES

COURSES
OF INSTRUCTION

in

Liberal Arts

Business Administration

Engineering

1947-1948



BOSTON 15, MASSACHUSETTS

JANUARY, 1947

NORTHEASTERN UNIVERSITY

Courses of Instruction Offered in the Day Colleges

LISTED BELOW and on the following pages are the course offerings in the Day Colleges of Liberal Arts, Business Administration, and Engineering. While not all of the courses listed here are given every year, all will be offered during the normal period of each student's curriculum. The term "Prerequisite" indicates a course must be completed with a passing grade before a student will be permitted to register for an advanced course to which it applies. The term "Preparation" indicates a course of such a preparatory nature that students undertaking an advanced course without having had the Preparation course specified will ordinarily find themselves greatly handicapped and may not register in the advanced course without the consent of the Dean of the college involved.

A credit hour equals three clock hours of work: ordinarily one hour of class and two hours of preparation a week for a term of ten weeks. Credit hours can be converted to standard semester hours by multiplying by ten-sixteenths, the ratio of the number of weeks in the term to the usual number of weeks in the semester. Courses not included in the specified curricula may be taken only after the approval of the student's faculty adviser. Except where otherwise indicated, electives are not open to freshmen.

The University reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Accounting</i>							
41-01	Introduction to Accounting	—	—	2	2	8	4
41-02	Prin. of Accounting	—	41-01	2	2	8	4
41-03	Prin. of Accounting	41-02	—	2	2	8	4
41-04	Intermediate Accounting	41-03	—	2	2	8	4
41-05	Intermediate Accounting	41-04	—	2	2	8	4
41-06	Construction Costs	—	—	3	3	6	4
41-07	Theory of Accounts	—	—	4	0	8	4
41-08	Elements of Cost Accounting	41-07	—	2	2	5	3
41-09	Elements of Cost Accounting	41-08	—	2	2	5	3
41-11	Cost Accounting	41-05	—	3	3	9	5
41-12	Cost Accounting	41-11	—	3	3	9	5
41-15	Trust Accounting	41-05	—	2	4	6	4
*41-21	Problems in Accounting	41-12	—	5	5	11	3½
41-22	Accounting Problems	41-05	—	2	4	6	4
*41-23	Accounting Problems	41-22	—	0	9	9	3
41-24	C.P.A. Problems	41-23	—	2	2	5	3
41-25	C.P.A. Problems	41-24	—	2	2	5	3
41-26	Auditing	41-23	—	2	2	5	3

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Biology</i>							
10-01	General Zoology	—	—	2	3	4	3
10-02	General Zoology	—	10-01	2	3	4	3
10-03	General Botany	—	—	2	3	4	3
*10-04	General Botany	—	10-03	3	3	6	2
†10-07	Morphology of Thallophytes	10-04	—	2	6	4	4
†10-08	Morphology of Bryophytes and Pteridophytes	—	10-07	2	6	4	4
†10-09	Morphology of Spermatophytes	—	10-08	2	6	4	4
10-10	General Biology	—	—	3	0	6	3
10-20	General Bacteriology	{ 11-27 10-02 10-04	—	2	6	4	4
10-21	General Bacteriology	—	10-20	2	6	4	4
†10-22	Advanced Bacteriology	10-21	—	2	6	4	4
†10-23	Advanced Bacteriology	—	10-22	2	6	4	4
10-40	Animal Physiology	10-56	—	4	—	8	4
10-41	Animal Physiology	—	10-40	4	0	8	4
†10-42	Advanced Physiology	10-41 11-27	—	4	0	8	4
†10-43	Advanced Physiology	—	10-42	4	0	8	4
10-44	Nutrition	—	—	4	0	8	4
10-45	Nutrition	—	10-44	4	0	8	4
†10-46	Advanced Nutrition	10-45	—	4	0	8	4
†10-47	Advanced Nutrition	—	10-46	4	0	8	4
10-55	Vertebrate Zoology	10-02	—	2	6	4	4
10-56	Vertebrate Zoology	—	10-55	2	6	4	4
†10-57	Invertebrate Zoology	10-02	—	2	6	4	4
†10-58	Invertebrate Zoology	—	10-57	2	6	4	4
10-59	Animal Histology	10-56 10-58	—	2	6	4	4
10-60	Animal Histology	—	10-59	2	6	4	4
†10-61	Vertebrate Embryology	10-56	—	2	6	4	4
†10-62	Vertebrate Embryology	—	10-61	2	6	4	4
10-63	General Parasitology	10-58	—	2	6	4	4
10-64	General Parasitology	—	10-63	2	6	4	4
10-65	Principles of Genetics	10-02 10-04	—	4	0	8	4
10-66	Principles of Genetics	—	10-65	4	0	8	4
†10-67	Mammalian Anatomy	10-56	—	1	8	3	4
†10-68	Mammalian Anatomy	—	10-67	1	8	3	4
†10-69	Histological Technique	10-60	—	1	8	3	4
†10-70	Histological Technique	—	10-69	1	8	3	4
†10-71	History of Biology	—	—	4	0	8	4
†10-72	History of Biology	—	10-71	4	0	8	4
†10-73	General Entomology	10-02	—	2	6	4	4
†10-74	Economic Entomology	—	10-73	2	6	4	4
10-75	Seminar in Zoology	—	—	—	—	—	—
10-76	Seminar in Zoology	—	10-75	—	—	—	—
†10-106	Parasitic Protozoa	10-64	—	2	6	4	4
†10-107	Helminthology	10-106	—	2	6	4	4
†10-108	Sanitary Entomology	10-74	—	2	6	4	4
†10-109	Advanced Histology	10-70	—	2	6	4	4
†10-110	Advanced Histology	—	10-109	2	6	4	4
†10-111	Research in Zoology	—	—	—	—	—	—
†10-112	Research in Zoology	—	10-111	—	—	—	—
†10-113	Thesis	—	—	—	—	—	—
†10-114	Thesis	—	10-113	—	—	—	—
†10-115	Reading and Conference	—	—	—	—	—	—
†10-116	Reading and Conference	—	—	—	—	—	—

*Summer term — 5 weeks.

†May be taken for graduate credit.

‡These courses are for graduate credit only.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Business Law</i>							
*46-01	Business Law I—Contracts	—	—	8	0	13	3½
*46-02	Business Law II—Negotiable Instrum.	46-01	—	9	0	15	4
*46-03	Contracts and Agency	—	—	6	0	12	3
46-11	Business Law III. Personal Property & Sales	46-01	—	3	0	6	3
46-12	Business Law IV. Agency	46-01	—	3	0	6	3
46-21	Income Tax Law	41-05 46-01	—	2	2	5	3

Business Management

45-01	Industrial Management	—	—	4	0	8	4
45-02	Industrial Management	45-01	—	4	0	8	4
45-03	Business Machines	—	—	0	3	0	1
45-04	Business Machines	45-03	—	0	3	0	1
45-21	Public Administration	—	45-02	4	0	8	4
45-22	Public Administration	45-21	—	4	0	8	4
45-23	Traffic Management	45-02	—	2	2	5	3
45-24	Advanced Management	45-02	—	2	2	5	3
45-25	Purchasing & Procurement	45-02	—	2	2	5	3
45-31	Business & Government	—	20-18	4	0	8	4
45-32	Business Policy	45-31	—	4	0	8	4

Chemistry

11-01	General Chemistry	—	—	3	3	6	4
11-02	General Chemistry	—	11-01	3	3	6	4
11-03	General Chemistry	—	11-02	3	3	6	4
*11-04	General Chemistry	—	11-03	3	3	6	2
11-09	Adv. Inorganic Chemistry	—	11-32	3	0	6	3
11-11	Qualitative Analysis	11-04	—	3	10	5	6
11-12	Quantitative Analysis	—	11-11	4	6	8	6
11-13	Quantitative Analysis	—	11-12	3	9	6	6
11-14	Quantitative Analysis	—	11-12	3	6	6	5
11-15	Instrumental Analysis	—	11-13	2	6	4	4
11-20	Organic Chemistry	—	11-13 or 11-14	3	6	6	5
11-21	Organic Chemistry	—	11-20	3	6	6	5
11-22	Organic Chemistry	—	11-21	3	0	6	3
11-23	Organic Analysis Laboratory	—	11-21	0	9	0	3
11-24	Organic Chemistry	—	11-23	3	6	6	5
11-25	Organic Analysis Laboratory	—	11-21	0	6	0	2
11-26	Organic Chemistry	—	11-04	5	6	10	7
11-27	Organic Chemistry	—	11-26	5	6	10	7
11-28	Biological Chemistry	—	11-27 or 11-22	3	6	3	4
11-29	Biological Chemistry	—	11-28	3	6	3	4
11-30	Physical Chemistry	11-12	11-13	4	3	8	5
11-31	Physical Chemistry	—	11-30	4	4	7	5
11-32	Physical Chemistry	—	11-31	4	4	7	5
11-33	Physical Chemistry	—	11-30	4	2	6	4
11-34	Physical Chemistry	—	11-33	4	2	6	4
11-35	Thermodynamics	—	11-32	3	0	6	3
11-40	Colloid Chemistry	—	11-32	3	3	6	4
11-41	Chemical Literature	—	11-04	1	0	2	1
11-42	History of Chemistry	—	11-32	2	0	4	2
11-43	Thesis	—	11-32	0	9	0	3

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Chemistry — Continued</i>							
11-44	Thesis	—	11-32	0	9	0	3
†11-100	Advanced Physical Chemistry	—	—	3	0	6	3
†11-101	Advanced Physical Chemistry	—	11-100	3	0	6	3
†11-102	Advanced Physical Chemistry	—	11-101	3	0	6	3
†11-103	Advanced Organic Chemistry	—	—	3	0	6	3
†11-104	Advanced Organic Chemistry	—	11-103	3	0	6	3
†11-105	Advanced Organic Chemistry	—	11-104	3	0	6	3
†11-106	Advanced Organic Chemistry	—	11-105	3	0	6	3
†11-107	Thesis	—	—	To be arranged			1
†11-108	Thesis	—	11-107	To be arranged			1
†11-109	Thesis	—	11-108	To be arranged			3
†11-110	Thesis	—	11-109	To be arranged			3
†11-111	Thesis	—	11-110	To be arranged			3

Chemical Engineering

* 4-01	Flow of Fluids	14-03	—	5	3	16	4
4-02	Chemical Engineering Calculations	11-12	—	2	0	4	2
4-03	Chemical Engineering Thermodynamics	2-32	—	4	0	8	4
4-11	Unit Operations	4-01 4-02	—	4	4	10	6
4-12	Unit Operations	4-01 4-02	—	4	4	10	6
* 4-13	Unit Operations	4-01 4-02	—	3	6	9	3
4-21	Chemical Plants	11-20	—	4	0	8	4
* 4-22	Chemical Engineering Economics	20-21	—	6	0	12	3
4-23	Engineering Materials	11-14	—	3	4	8	5
4-31	Chemical Process Developments	4-12 4-11	—	2	6	4	4
4-32	Chemical Engineering Design	4-11 4-12	—	2	7	9	6

Civil Engineering

1-10	Surveying	14-03	—	4	3	5	4
1-11	Surveying	1-10	—	4	3	5	4
1-12	Surveying	—	1-11	4	3	5	4
* 1-13	Surveying	1-12	1-12	0	18	0	3
1-20	Hydraulics	2-20	2-21	3	0	6	3
1-21	Hydraulics	1-20	1-20	3	0	6	3
1-24	Sanitary Engineering	1-21	—	3	0	6	3
1-25	Sanitary Engineering	—	1-24	3	3	6	4
1-30	Transportation	1-11	—	4	0	5	3
1-31	Transportation	—	1-30	2	0	4	2
1-40	Structural Analysis	2-22	2-22	3	0	6	3
1-41	Structural Analysis	—	1-40	4	0	8	4
1-42	Structural Analysis	1-41	1-41	3	0	6	3
1-43	Structural Analysis	—	1-42	4	0	8	4
1-46	Structures	2-23	—	3	0	6	3
1-47	Structures	—	1-47	3	0	6	3
1-49	Concrete Testing Laboratory	—	2-22	1	4	4	3
1-50	Concrete	2-22	2-23&1-49	3	0	6	3
1-51	Concrete	1-50	1-50	3	0	6	3
1-54	Design of Structures	2-22	—	2	4	0	2
1-55	Design of Structures	1-54 1-50	1-54 1-50	3	6	0	3
1-56	Design of Structures	—	1-55	0	9	0	3
1-57	Foundation Engineering	—	—	2	0	4	2

*Summer term — 5 weeks.

†These courses are for graduate credit only.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Co-ordination</i>							
50-01	Professional Development	—	—	3	0	6	3
*50-01	Professional Development	—	—	6	0	12	3
<i>Drawing and Graphic Arts</i>							
12-01	Engineering Drawing	—	—	0	6	3	3
12-02	Engineering Drawing	12-01	—	0	6	3	3
12-03	Descriptive Geometry	—	12-01&12-02	0	6	3	3
*12-04	Machine Drawing	12-01&12-02	—	0	9	3	2
12-05	Technical Drawing	—	—	3	6	9	3
<i>Economics</i>							
20-01	Economic Geography	—	—	3	0	6	3
20-02	Economic Geography	—	20-02	3	0	6	3
20-03	Economic Geography	—	20-03	3	0	6	3
20-05	Economic Geography	—	—	4	0	8	4
20-06	Current Economic Problems	—	—	3	0	6	3
20-07	International Economic Relations	—	—	3	0	6	3
20-08	Labor Problems	—	—	3	0	6	3
20-11	Economics	—	—	3	0	6	3
20-12	Economics	—	20-11	3	0	6	3
20-13	Economic Principles	—	{ 20-03 B.A. 20-05 L.A.	4	0	8	4
20-14	Economic Problems	—	20-13	4	0	8	4
20-15	Economic Problems	—	20-14	4	0	8	4
20-16	Principles of Accounting	—	—	3	2	7	4
20-17	Principles of Accounting	—	20-16	3	2	7	4
20-18	American Economic History	—	{ 20-15 B.A. 20-11 or 20-13 L.A.	4	0	8	4
20-20	Statistics	—	—	3	2	7	4
20-21	Statistics	—	20-20	3	2	7	4
20-22	Industrial Statistics I	—	—	2	2	5	3
20-23	Industrial Statistics II	—	20-22	2	2	5	3
20-24	Money and Banking	20-15	—	4	0	8	4
20-25	Business Cycles	—	20-14	4	0	8	4
20-26	Labor Economics	—	20-14	4	0	8	4
20-27	International Economic Relations	—	20-15	3	0	6	1½
20-28	Economic Systems	20-15L.A.	20-15B.A.	4	0	8	4
20-31	History of Economic Thought	—	20-15	4	0	8	4
20-32	Advanced Economic Theory	—	20-31	4	0	8	4
20-61	Seminar	—	—	—	—	—	4
20-62	Seminar	—	20-61	—	—	—	4
<i>Education</i>							
21-01	History of Education	—	—	4	0	8	4
21-02	History of Education	—	—	4	0	8	4
21-03	Educational Measurements	—	—	4	0	8	4
21-04	Educational Organization and Administration	—	—	4	0	8	4
21-05	Comparative Education	—	—	4	0	8	4
21-06	Educational Sociology	—	—	4	0	8	4
21-07	Educational Philosophy	—	—	4	0	8	4
21-08	Principles of Secondary Education	—	—	4	0	8	4

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Education — Continued</i>							
11-09	Methods of Teaching in Secondary Schools	—	—	4	0	8	4
<i>Electrical Engineering</i>							
3-01	Electrical Engineering I	{ 15-03 15-04	—	3	0	6	3
3-02	Electrical Engineering I	—	3-01	3	0	6	3
3-03	Electrical Measurements	3-01 3-02	—	2	2	5	3
3-04	Electrical Engineering	{ 14-07 15-03 15-04	—	4	3	8	5
3-10	Direct Current Machinery	3-01	—	5	0	7	4
3-11	Adv. Alternating Current Circuit Theory	3-02	—	3	0	6	3
3-12	Elec. Eng. Lab., Direct Current	3-10	—	1	3	2	2
3-13	Electrical Measurements	—	3-01 & 3-02	3	0	6	3
* 3-14	Elec. Eng. Lab., Direct Current	3-10	—	2	6	10	3
3-15	Polyphase Alternating Current Circuits	3-11	—	3	0	6	3
3-16	Electronics	—	15-03 & 15-04	3	0	6	3
3-17	Electrical Measurements	—	3-13	4	0	5	3
3-18	Electrical Measurements Lab.	—	3-13	0	3	6	3
3-19	Electric Field Theory	{ 3-11 14-07	—	3	0	6	3
3-20	Transformer Theory	3-12	—	3	0	6	3
3-21	Electronics	—	3-16	3	0	6	3
3-22	Alternating Current Test Lab.	—	3-15	1	3	5	3
3-23	Electronics Laboratory	—	3-16	1	3	5	3
* 3-24	Electronics Laboratory	—	{ 3-21 3-11 3-17	2	6	10	3
* 3-25	Adv. Measurements Laboratory	—	{ 3-18 & 3-13 3-17 & 3-11	0	6	12	3
3-26	Synchronous Machinery	—	3-20	3	0	6	3
3-27	High-Frequency Engineering	3-16 3-21	—	3	0	6	3
3-28	Transmission Lines and Networks	—	14-07	3	0	6	3
3-29	Advanced Field Theory	3-19	—	3	0	6	3
3-30	Induction Machinery	—	3-26	3	0	6	3
3-31	High-Frequency Engineering	3-27	—	3	0	6	3
3-32	Filters	—	3-28	3	0	6	3
3-33	High-Frequency Laboratory	—	{ 3-19 & 3-29 3-28 & 3-27	1	3	5	3
3-34	Adv. Electrical Eng. Lab.	—	3-26	1	3	5	3
<i>English</i>							
30-01	English I	—	—	3	0	6	3
30-02	English I	—	30-01	3	0	6	3
30-03	English I	—	30-02	3	0	6	3
* 30-04	Introduction to Literature	—	30-03	5	0	10	2½
30-05	Public Speaking	—	—	4	0	5	3
30-06	Public Speaking	—	30-05	4	0	5	3
* 30-07	Effective Speaking	—	—	6	0	12	3
30-07	Effective Speaking	—	—	3	0	6	3
30-08	Business Communication	—	30-04	5	4	9	3
30-09	Report Writing	—	—	3	0	6	3
30-10	Problems in Writing	—	—	4	0	8	4

*Summer term — 5 weeks:

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>English — Continued</i>							
30-11	Shakespeare	—	—	3	0	6	3
30-12	Great European Writers	—	—	3	0	6	3
30-14	Contemporary Drama	—	—	3	0	6	3
30-15	Contemporary Novel	—	—	3	0	6	3
30-21	Advanced Composition	—	30-03	4	0	8	4
30-22	Advanced Composition	—	30-21	4	0	8	4
30-23	Creative Writing	—	30-22	4	0	8	4
30-24	Creative Writing	—	30-23	4	0	8	4
30-29	Foundations of the English Lang.	—	—	4	0	8	4
30-30	Foundations of the English Lang.	—	30-29	4	0	8	4
30-31	Western World Literature	—	—	4	0	8	4
30-32	Western World Literature	—	30-31	4	0	8	4
30-33	Survey of English Literature	—	—	4	0	8	4
30-34	Survey of English Literature	—	—	4	0	8	4
30-35	American Literature to 1860	—	—	4	0	8	4
30-36	American Literature after 1860	—	30-35	4	0	8	4
30-37	Saxon and Anglo-Norman Lit.	—	—	4	0	8	4
30-38	English Lit. from 1200 to 1600	—	—	4	0	8	4
30-39	19th Century in England	—	—	4	0	8	4
30-40	17th Century in England	—	30-39	4	0	8	4
30-41	18th Century in England	—	—	4	0	8	4
30-42	18th Century in England	—	30-41	4	0	8	4
30-43	19th Century Prose	—	—	4	0	8	4
30-44	19th Century Prose	—	30-43	4	0	8	4
30-45	19th Century Poetry	—	—	4	0	8	4
30-46	19th Century Poetry	—	—	4	0	8	4
30-47	The Modern Novel	—	—	4	0	8	4
30-48	The Modern Drama	—	—	4	0	8	4
30-49	Modern Poetry	—	—	4	0	8	4
30-51	Introduction to Journalism	—	—	4	0	8	4
30-52	Introduction to Journalism	—	30-51	4	0	8	4
30-53	Techniques of Journalism	—	30-52	4	0	8	4
30-54	Techniques of Journalism	—	30-53	4	0	8	4
30-61	Shakespeare	—	—	4	0	8	4
30-62	Shakespeare	—	30-61	4	0	8	4
30-63	Chaucer	—	—	4	0	8	4
30-64	Chaucer	—	30-63	4	0	8	4
30-71	Seminar	—	—	—	—	—	4
30-72	Seminar	—	30-71	—	—	—	4
<i>Finance and Insurance</i>							
44-01	Principles of Banking	—	—	3	0	6	3
44-02	Principles of Insurance	—	—	3	0	6	3
44-11	Business Finance	—	44-01	4	0	8	4
44-12	Business Finance	44-11	—	4	0	8	4
44-13	Construction Finance	—	—	3	0	6	3
44-14	Industrial Finance	—	—	3	0	6	3
44-21	Real Estate	44-12	—	6	0	12	3
44-22	Investments	44-12	—	2	2	5	3
44-23	Investments	44-22	—	2	2	5	3
44-24	Probs. in Finance & Insurance	44-12	—	2	2	5	3
44-25	Public Finance	44-12	—	2	2	5	3
<i>French</i>							
31-01	Elementary French	—	—	3	0	6	3
31-02	Elementary French	—	31-01	3	0	6	3
31-03	Elementary French	—	31-02	3	0	6	3
*31-04	Elementary French	—	31-03	3	0	6	1½

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>French — Continued</i>							
31-05	Introduction to French	—	—	3	0	6	3
31-06	Introduction to French	—	—	3	0	6	3
31-07	Introduction to French	—	—	3	0	6	3
31-08	Introduction to French	—	—	3	0	6	3
31-11	Introduction to French Lit.	—	{ 31-04 or 2 yrs. of H.S.	3	0	6	3
31-12	Introduction to French Lit.	—	31-11	3	0	6	3
31-13	Introduction to French Lit.	—	31-12	3	0	6	3
*31-14	Introduction to French Lit.	—	31-13	3	0	6	1½
31-15	Intermediate French	—	31-04	4	0	8	4
31-16	Intermediate French	—	31-15	4	0	8	4
31-21	Modern French Literature	—	31-14 or 31-16	4	0	8	4
31-22	Modern French Literature	—	31-21	4	0	8	4
31-23	French Classicism	—	31-14 or 31-16	4	0	8	4
31-24	French Classicism	—	31-23	4	0	8	4
31-25	French Romanticism	—	31-14 or 31-16	4	0	8	4
31-26	French Romanticism	—	31-25	4	0	8	4
31-31	Advanced Comp. & Convers'n	—	{ 31-22	4	0	8	4
31-32	Advanced Comp. & Convers'n	—	31-24 or 31-16	4	0	8	4
			31-31	4	0	8	4

Geology

13-01	General Geology	—	—	3	0	6	3
13-02	General Geology	—	13-01	3	0	6	3
13-03	Historical Geology	—	—	4	0	8	4
13-04	Historical Geology	—	13-03	4	0	8	4
13-11	Engineering Geology	—	13-01	3	0	6	3

German

32-01	Elementary German	—	—	3	0	6	3
32-02	Elementary German	—	32-01	3	0	6	3
32-01A	Elementary German	—	—	5	0	8	4
32-02A	Elementary German	—	—	5	0	8	4
32-03	Elementary German	—	32-02	3	0	6	3
*32-04	Elementary German	—	32-03	3	0	—	1½
32-05	Introduction to German	—	—	3	0	6	3
32-06	Introduction to German	—	—	3	0	6	3
32-07	Introduction to German	—	—	3	0	6	3
32-08	Introduction to German	—	—	3	0	6	3
32-11	Introduction to German Lit.	—	{ 32-04 or 2 yrs of H.S.	3	0	6	3
32-12	Introduction to German Lit.	—	32-11	3	0	6	3
32-13	Introduction to German Lit.	—	32-12	3	0	6	3
*32-14	Introduction to German Lit.	—	32-13	3	0	6	1½
32-15	Intermediate German	—	32-04	4	0	8	4
32-16	Intermediate German	—	32-15	4	0	8	4
32-21	Modern German Literature	—	32-14 or 32-16	4	0	8	4
32-22	Modern German Literature	—	32-21	4	0	8	4
32-23	Classical Period of German Lit.	—	32-14 or 32-16	4	0	8	4
32-24	Classical Period of German Lit.	—	32-23	4	0	8	4
32-25	German Lit. of the 19th Cent.	—	32-14 or 31-16	4	0	8	4
32-26	German Lit. of the 19th Cent.	—	32-25	4	0	8	4
32-31	Adv. Comp. & Conversation	—	{ 32-22	4	0	8	4
32-32	Adv. Comp. & Conversation	—	32-24 or 32-26	4	0	8	4
			32-31	4	0	8	4

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Government</i>							
22-01	American Govt. & Politics	—	—	3	0	6	3
22-02	American Govt. & Politics	—	22-01	3	0	6	3
22-03	American Govt. & Politics	—	22-02	3	0	6	3
*22-05	American Government	—	—	4	0	8	2
22-06	Municipal Government	—	—	3	0	6	3
22-07	Government and Business	—	—	3	0	6	3
22-11	Comparative Government	—	—	4	0	8	4
22-12	Comparative Government	—	—	4	0	8	4
22-13	Origins of Political Theory	—	—	4	0	8	4
22-14	Modern Political Theory	—	—	4	0	8	4
22-15	American Constitutional Law	—	—	4	0	8	4
22-16	American Constitutional Law	—	22-15	4	0	8	4
22-17	International Law	—	22-03	4	0	8	4
22-18	International Relationships	—	22-17	4	0	8	4
22-20	Public Administration	—	22-03	4	0	8	4
22-21	Public Administration	—	22-20	4	0	8	4

History

23-01	History of Civilization	—	—	3	0	6	3
23-02	History of Civilization	—	23-01	3	0	6	3
23-03	History of Civilization	—	23-02	4	0	8	4
*23-04	History of Civilization	—	23-03	4	0	8	4
*23-05	American History	—	—	6	0	12	3
23-06	Modern European History	—	—	3	0	6	3
23-07	History of Latin America	—	—	3	0	6	3
23-08	History of the Far East	—	—	3	0	6	3
23-11	Europe 1789-1870	—	—	4	0	8	4
23-12	Europe 1870-1920	—	23-11	4	0	8	4
23-13	England to 1688	—	—	4	0	8	4
23-14	England since 1688	—	23-14	4	0	8	4
23-15	English Constitutional History	—	—	4	0	8	4
23-16	American Constitutional History	—	—	4	0	8	4
23-17	The United States to 1865	—	—	4	0	8	4
23-18	The United States since 1865	—	23-17	4	0	8	4
23-19	Latin American History	—	—	4	0	8	4
23-20	Latin American History	—	23-19	4	0	8	4
23-21	Far Eastern International Relations 1840-1900	—	—	4	0	8	4
23-22	Far Eastern International Relations since 1900	—	23-21	4	0	8	4
23-23	Recent European History	—	23-18	4	0	8	4
23-24	History of Art I	—	—	3	0	6	3
23-25	History of Art II	—	—	3	0	6	3
23-26	History of Architecture	—	—	3	0	6	3

Industrial Engineering

5-10	Industrial Management I	—	2-50	3	0	6	3
5-11	Industrial Management II	—	5-10	2	0	4	2
5-15	Methods Engineering I	—	5-11	2	0	4	2
5-16	Methods Engineering II	—	5-15	2	2	5	3
5-17	Production Planning & Control	—	5-11 5-15 desir- 5-16 able	3	0	6	3
5-18	Quality Control	—	20-22	3	0	6	3

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Industrial Relations</i>							
42-10	Personnel	—	—	3	0	6	3
42-11	Personnel Administration	—	45-02	4	0	8	4
42-12	Personnel Administration	42-11	—	4	0	8	4
42-13	Wage Administration	42-12	—	2	2	5	3
42-14	Wage Administration	42-13	—	2	2	5	3
*42-16	Testing	—	25-02	5	5	11	3½
42-17	Problems in Personnel	—	—	3	0	6	3
42-22	Industrial Relations Seminar	42-14	—	2	2	5	3
42-23	Industrial Relations Seminar	42-22	—	2	2	5	3

Marketing and Advertising

43-01	Principles of Marketing	—	—	3	0	6	3
43-02	Principles of Advertising	—	—	3	0	6	3
43-08	Sales Engineering	—	—	3	0	6	3
*43-10	Conference Leadership	—	—	5	5	11	3½
43-11	Sales Management	43-02	—	3	3	9	5
43-12	Sales Management	43-11	—	3	3	9	5
43-13	Problems in Advertising and Marketing	43-12	—	0	6	6	4
43-14	Problems in Advertising and Marketing	43-13	—	0	6	6	4
*43-15	Advanced Probs., Adv. & Mktg	43-14	—	0	9	9	3
43-21	Merchandising	43-12	—	2	2	5	3
43-22	Merchandising	43-21	—	2	2	5	3
43-23	Store Management	43-12	—	2	2	5	3
43-24	Marketing Research	43-12	—	3	0	6	3

Mathematics

14-01	College Algebra	—	—	5	0	7	4
14-02	Trigonometry	—	14-01	5	0	7	4
14-03	Analytic Geometry	—	14-02	5	0	10	5
*14-04	Introduction to Calculus	—	14-03	5	0	10	2½
14-05	Differential Calculus	14-01	14-04	4	0	8	4
14-06	Integral Calculus	—	14-05	4	0	8	4
14-07	Differential Equations I	—	14-06	3	0	6	3
14-08	Differential Equations II	—	14-07	4	0	8	4
14-10	Analytic Mechanics	—	14-07	4	0	8	4
14-11	Curve Analysis	14-05	—	4	0	8	4
14-12	Modern Geometry	14-03	—	4	0	8	4
14-13	Spherical Trigonometry	14-02	—	4	0	8	4
14-14	History of Mathematics	—	14-06	3	0	6	3
14-15	Advanced Calculus	14-06	—	4	0	8	4
14-16	Advanced Calculus	—	14-15	4	0	8	4
14-17	Infinite Series	14-06	—	4	0	8	4
14-18	Theory of Equations	—	14-06	4	0	8	4
14-20	Special Topics in Math.	—	—	4	0	8	4
14-21	Basic Mathematics I	—	—	3	0	6	3
14-22	Basic Mathematics II	—	14-21	3	0	6	3
14-23	Basic Mathematics III	—	14-22	3	0	6	3
14-25	Mathematics in Finance	—	—	4	0	8	4
14-28	Mathematical Statistics	—	14-06	4	0	8	4
14-29	Math. Statistics & Probability	—	—	4	0	8	4

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Mechanical Engineering</i>							
2-10	Mechanism	—	2-21	0	6	6	4
2-11	Machine Design	—	2-24	0	6	3	3
2-12	Machine Design	—	2-11	C	9	6	5
2-20	Applied Mechanics (Statics)	15-02	—	4	0	8	4
2-21	Applied Mechanics (Kinetics)	—	2-20	3	0	6	3
2-22	Strength of Materials	2-20	2-21	4	0	8	4
2-23	Strength of Materials	2-22	—	3	0	6	3
2-24	Advanced Mechanics	—	2-23	3	0	6	3
2-25	Aerodynamics	—	2-21 & 1-21	3	0	6	3
2-26	Engine Dynamics	—	2-21 & 14-07	3	0	6	3
* 2-30	Heat Engineering (Power Plant Equip.)	—	—	5	0	10	2½
2-31	Heat Engineering (Thermo.)	—	15-06	3	0	6	3
2-32	Heat Engineering (Thermo.)	—	15-06	4	0	8	4
2-33	Heat Engineering	2-32	2-30	3	0	6	3
2-34	Heat Engineering	—	2-32	3	0	6	3
2-35	Heat Engineering	—	2-33	4	0	8	4
2-36	Heat Engineering (Steam Turb.)	—	2-34	3	0	6	3
* 2-37	Heating & Air Conditioning	—	2-32	6	0	12	3
2-38	Power Plant Engineering	—	2-34	4	0	8	4
2-40	Materials	—	—	2	0	4	2
* 2-41	Metallography	—	2-50 & 2-40	4	4	10	3
* 2-50	Production Processes I	—	—	5	0	10	2½
2-60	Mechanical Engineering Lab.	—	2-30 & 2-33	0	3	3	2
2-61	Mechanical Engineering Lab.	—	2-34 & 2-60	0	4	5	3
2-62	Mechanical Engineering Lab.	—	2-23 & 2-40	0	4	5	3
2-63	Mechanical Engineering Lab.	—	2-61	0	4	5	3
2-64	Testing Materials Laboratory	—	2-23 & 2-40	1	4	4	3
2-65	Mechanical Engineering Lab.	—	2-31	2	3	4	3
*2-66	Mechanical Engineering Lab.	—	2-50	0	12	6	3

Philosophy

24-01	Introduction to Philosophy	—	—	4	0	8	4
24-02	Problems of Philosophy	—	24-01	4	0	8	4
24-03	History of Philosophy	—	—	4	0	8	4
24-04	History of Philosophy	—	—	4	0	8	4
24-05	Philosophy of Religion	—	—	4	0	8	4
24-06	Logic	—	—	4	0	8	4
24-07	Introduction to Philosophy	—	—	3	0	6	3
24-08	Problems of Philosophy	—	—	3	0	6	3

Physical Education

16-01	Hygiene	—	—	1	0	2	1
16-02	Hygiene	—	16-01	1	0	2	1
16-10	Physical Training	—	—	0	2	0	0
16-11	Physical Training	—	16-10	0	2	0	0
16-12	Physical Training	—	16-11	0	2	0	0
16-21	Principles of Physical Education	—	—	4	0	8	4
16-22	Play and Recreation	—	—	4	0	8	4
16-23	History of Physical Education	—	—	4	0	8	4
16-24	Admin. of Physical Education	—	—	4	0	8	4
16-25	Football	—	—	4	0	8	4
16-26	Track & Field Events	—	—	4	0	8	4
16-27	Basketball & Baseball	—	—	4	0	8	4

*Summer term — 5 weeks.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
<i>Physics</i>							
15-01	Physics	—	—	3	0	6	3
15-02	Physics	—	15-01	3	0	6	3
15-03	Physics	—	15-02	3	0	6	3
*15-04	Physics	—	15-03	3	0	6	1½
15-05	Physics	—	15-04	3	3	6	4
15-06	Physics	—	15-04	3	3	6	4
15-07	Survey of Physical Sciences	—	—	3	0	6	3
15-08	Survey of Physical Sciences	—	15-07	3	0	6	3
15-09	Survey of Physical Sciences	—	15-08	3	0	6	3
*15-10	Survey of Physical Sciences	—	15-09	4	0	8	2
*15-11	General Physics	—	14-23	6	0	12	3
15-12	General Physics	—	15-11	3	3	9	5
15-13	General Physics	—	15-12	3	3	9	5
15-14	Advanced Physics	—	15-06 14-06	2	2	5	3
15-15	Advanced Physics	—	15-06 14-06	2	2	5	3
15-20	Optics	15-06 14-06	—	3	2	7	4
15-21	Optics	—	15-20	3	2	7	4
15-22	Acoustics	15-06 14-06	—	3	2	7	4
15-23	Acoustics	—	15-22	3	2	7	4
15-24	Electronics	15-06 14-06	—	3	2	7	4
15-25	Electronics	—	15-24	3	2	7	4
15-26	Modern Physics	15-06 14-06	—	3	2	7	4
15-27	Modern Physics	—	15-26	3	2	7	4
15-65	Thesis	—	—	—	—	—	—
15-66	Thesis	—	15-65	—	—	—	—
†15-101	Theoretical Physics	—	—	4	0	8	4
†15-102	Theoretical Physics	—	15-101	4	0	8	4
†15-103	Quantum Mechanics	—	—	4	0	8	4
†15-104	Quantum Mechanics	—	15-03	4	0	8	4
†15-105	Applied Mathematics	—	—	4	0	8	4
†15-107	Graduate Thesis	—	—	—	—	—	—
†15-108	Graduate Thesis	—	15-07	—	—	—	—
†15-109	Graduate Thesis	—	15-08	—	—	—	—
†15-110	Graduate Thesis	—	15-09	—	—	—	—
<i>Psychology</i>							
25-01	Introductory Psychology	—	—	4	0	8	4
25-02	General Psychology	—	25-01	4	0	8	4
25-03	Fundamentals of Psychology	—	—	3	0	6	3
25-04	Social Psychology	—	25-03	3	0	6	3
25-05	Applied Psychology	—	25-03	3	0	6	3
25-11	Individual Differences	—	25-02	4	0	8	4
25-12	Experimental Psychology I	—	25-02	3	3	6	4
25-13	Experimental Psychology II	—	25-02	3	3	6	4
25-14	Experimental Psychology III	—	25-02	3	3	6	4
25-15	Educational Psychology I	—	25-02	4	0	8	4
25-16	Educational Psychology II	—	25-15	4	0	8	4
25-17	Measurements I	—	25-02	4	0	8	4
25-18	Measurements II	—	25-17	4	0	8	4
25-19	Measurements III	—	25-18	4	0	8	4
25-29	Psychology of Personality	—	25-11	4	0	8	4
25-31	Abnormal Psychology I	—	25-29	4	0	8	4
25-32	Abnormal Psychology II	—	25-31	4	0	8	4
25-33	Social Psychology	—	25-11	4	0	8	4

*Summer term — 5 weeks.

†Graduate credit only.

Course No.	Course	Pre-requisite	Preparation	Class	Lab.	Prep.	Credit
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Psychology — Continued

25-34	Child Psychology	—	25-02	4	0	8	4
25-35	Industrial Psychology I	—	25-11, 25-17	4	0	8	4
25-36	Industrial Psychology II	—	25-35	4	0	8	4
25-41	Advanced Psychology I	—	25-11, 25-17	4	0	8	4
25-42	Advanced Psychology II	—	25-41	4	0	8	4
25-61	Directed Study	—	—	4	0	8	4
25-62	Directed Study	—	—	4	0	8	4
25-71	Seminar	—	—	2	0	1	1
25-72	Seminar	—	—	2	0	1	1
25-73	Seminar	—	—	2	0	1	1
25-74	Seminar	—	—	2	0	1	1

Sociology

26-01	Principles of Sociology	—	—	4	0	8	4
26-02	Principles of Sociology	—	26-01	4	0	8	4
26-03	Introduction to Sociology	—	—	3	0	6	3
26-04	Social Ethics	—	—	3	0	6	3
26-05	Social Pathology	—	—	3	0	6	3
26-06	The Family	—	—	3	0	6	3
26-11	Social Problems	—	26-02	4	0	8	4
26-12	Social Problems	—	26-11	4	0	8	4
26-13	Social Ethics	—	26-02	4	0	8	4
26-14	Social Ethics	—	26-13	4	0	8	4
26-15	The Family	—	26-02	4	0	8	4
26-16	Criminology	—	26-02	4	0	8	4
26-17	Urban Sociology	—	26-02	4	0	8	4
26-18	Social Progress	—	26-12	4	0	8	4
26-19	Sociological Theory	—	26-12	4	0	8	4
26-20	American Social Thought	—	26-12	4	0	8	4
26-21	Sociology of Religion	—	26-12	4	0	8	4
26-22	Principles of Social Work	—	26-12	4	0	8	4
26-61	Seminar	—	—	—	—	—	4
26-62	Seminar	—	26-61	—	—	—	4

Spanish

33-01	Elementary Spanish	—	—	3	0	6	3
33-02	Elementary Spanish	—	33-01	3	0	6	3
33-01A	Elementary Spanish	—	—	5	0	8	4
33-02A	Elementary Spanish	—	—	5	0	8	4
33-03	Elementary Spanish	—	33-02	3	0	6	3
*33-04	Elementary Spanish	—	33-03	3	0	6	1½
33-05	Introduction to Spanish	—	—	3	0	6	3
33-06	Introduction to Spanish	—	—	3	0	6	3
33-07	Introduction to Spanish	—	—	3	0	6	3
33-08	Introduction to Spanish	—	—	3	0	6	3
33-11	Introduction to Spanish Lit.	—	{ 33-04 or 2 yrs. of High Schl	3	0	6	3
33-12	Introduction to Spanish Lit.	—	33-11	3	0	6	3
33-13	Introduction to Spanish Lit.	—	33-12	3	0	6	3
*33-14	Introduction to Spanish Lit.	—	33-13	3	0	6	1½
33-15	Intermediate Spanish	—	33-04	4	0	8	4
33-16	Intermediate Spanish	—	33-15	4	0	8	4

*Summer term — 5 weeks.

Course No.	Course	Per- requisite	Prep- aration	Class	Lab.	Prep.	Credit
<i>Spanish — Continued</i>							
33-21	Spanish Lit. of the Golden Age	—	33-14 or 33-16	4	0	8	4
33-22	Spanish Lit. of the Golden Age	—	33-21	4	0	8	4
33-23	Modern Spanish Literature	—	33-14 or 33-16	4	0	8	4
33-24	Modern Spanish Literature	—	33-23	4	0	8	4
33-25	Modern Spanish American Lit.	—	33-14 or 33-16	4	0	8	4
33-26	Modern Spanish American Lit.	—	33-25	4	0	8	4
33-31	Adv. Comp. & Conversation	—	{ 33-22 33-24 or 33-26	4	0	8	4
33-32	Adv. Comp. & Conversation	—	33-31	4	0	8	4

*Summer term — 5 weeks.

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OFFICE HOURS

DEPARTMENT OF ADMISSIONS

9 A.M. to 4 P.M.
dailySaturday 12.00
NoonWednesday Eve-
nings by Appointment*Northeastern University*
360 HUNTINGTON AVENUE
BOSTON 15, MASS.*Paste a Small**Photo or**Snapshot**in This Space***APPLICATION FOR ADMISSION**

(A nonreturnable fee of five dollars must accompany this application.

Make checks, money orders, or drafts payable to

Northeastern University)

*To Director of Admissions:*I ^{Mr.}
^{Miss}.....
Print First Middle Last Name

hereby respectfully apply for admission to the College of.....

.....for the school year beginning.....

I expect to major in.....Veteran:.....

Yes or No

**NOTE: The applicant should fill out the following form
(both sides) with care.**

Address.....

.....Tel.....

Date of Birth.....Age.....

Place of Birth.....

Race.....Religion.....Nationality.....

Graduate of.....High School, Year.....

Location of High School.....

Name of Principal.....

Name and address of other high schools you have attended.....

.....

Names of Principals.....

.....

If not a graduate, state the years of attendance and why you left.....

.....

Father's, mother's, or guardian's name.....

.....

Father's birthplace.....

Mother's birthplace.....

Father's work, business or profession.....

Names and addresses of two persons to whom we may direct inquiries
concerning you.

.....

.....

(OVER)

Weight.....Height.....

Have you any physical infirmities? Explain, if any.....

Defects of speech.....

Defects of hearing.....

Defects of sight.....

Bodily infirmities.....

Is your general health good, fair, or poor?.....

Have you done collegiate work elsewhere?.....

If so, name and address of college or university.....

Name of person who will furnish transcript of your college record.....

Do you expect advanced credit for past collegiate work?.....

List all athletics and other extracurricular high school activities you have engaged in.....

Names and addresses of all past employers with brief description of each job, length of employment, and wages received:.....

Declaration of Parent or Guardian

This application has been read by me and has my approval.

.....
Signature of Parent or Guardian

Date.....

*Milton J. Schlagenhauf, Director of Admissions
Northeastern University
360 Huntington Avenue
Boston 15, Massachusetts*

Dear Sir:

Please send me additional information on the following points:

.....

.....

.....

.....

.....

.....

.....

.....

Name.....

Street and Number.....

Town or City.....

State.....

NORTHEASTERN UNIVERSITY

(COEDUCATIONAL)

*COLLEGE OF LIBERAL ARTS

Offers a broad program of subjects serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for vocational specialization. Degree: Bachelor of Science or Bachelor of Arts.

*COLLEGE OF ENGINEERING

Offers curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Classroom study is supplemented by experiment and research in well-equipped laboratories. Degree: Bachelor of Science in the professional field of specialization.

*COLLEGE OF BUSINESS ADMINISTRATION

Offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

SCHOOL OF LAW

Offers day and evening undergraduate programs. Admits those who present a minimum of one-half of the work accepted for a bachelor's degree in an approved college or its full equivalent. Degree: Bachelor of Laws.

SCHOOL OF BUSINESS

Offers curricula through evening classes in Accounting, Management, Distribution, Law and Business and Engineering and Management; prepares for certified public accountant examinations; arranges intensive programs to meet special needs. Conducts a Labor Relations Institute. Degree: Bachelor of Business Administration with appropriate specifications.

EVENING COLLEGE OF LIBERAL ARTS

Offers courses in the fields of Economics, English, History, Government, Philosophy, Psychology, and Sociology; the program is equivalent in hours to one-half the requirement for the bachelor's degree, and prepares for the study of law and further study in Liberal Arts; special courses may be arranged. Degree: Associate in Arts.

*The Co-operative Plan

The Colleges of Liberal Arts, Engineering, and Business Administration offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses. Full time curricula are available for pre-professional students who do not desire the Co-operative Plan.

For further information regarding any of the above schools, address

NORTHEASTERN UNIVERSITY
BOSTON 15, MASSACHUSETTS

School of Law
47 Mt. VERNON STREET

Telephone: KENMORE 5800

Other Schools
360 HUNTINGTON AVENUE



NORTHEASTERN UNIVERSITY

School of Law



1947 - 1948

Fiftieth Anniversary Year

NORTHEASTERN UNIVERSITY

School of Law

47 MT. VERNON STREET, BOSTON 8, MASSACHUSETTS

Telephone: KENmore 5800

LOWELL S. NICHOLSON, *Dean*

Gifts and Bequests

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

Gifts and bequests should be made only in the University's legal name, which is "Northeastern University."

NORTHEASTERN UNIVERSITY

School of Law



Co-educational

Day and Evening Divisions

Graduate Program

1947-1948

Fiftieth Anniversary Year

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April, 1947 — September, 1948

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ACADEMIC CALENDAR OF THE SCHOOL OF LAW

April, 1947 — September, 1948

1947

Summer Term

April	28	Monday	Classes begin.
May	30	Friday	Memorial Day. (<i>Classes omitted.</i>)
July	4	Friday	Independence Day. (<i>Classes omitted.</i>)
August	8	Friday	Summer term classes end.
August	11-15	One week	Examinations.

Fall Term

September	17-22	Wednesday to Monday	Registration.
September	22	Monday	Classes begin.
October	13	Monday	Observance of Columbus Day. (<i>Classes omitted.</i>)
November	11	Tuesday	Armistice Day. (<i>Classes omitted.</i>)
November	27	Thursday	Thanksgiving. (<i>Classes omitted.</i>)
December	24	Wednesday	Christmas recess begins.

1948

January	5	Monday	Classes resumed.
January	30	Friday	Fall term classes end.
February	2-6	One week	Examinations.

Spring Term

February	9	Monday	Classes begin.
February	23	Monday	Observance of Washington's Birth- day. (<i>Classes omitted.</i>)
April	19	Monday	Patriots' Day. (<i>Classes omitted.</i>)
May	31	Monday	Observance of Memorial Day. (<i>Classes omitted.</i>)
June	11	Friday	Spring term classes end.
June	14-25	Two weeks	Examinations.
June	13	Sunday	Commencement exercises.

Fall Term

September	13-15	Monday to Wednesday	Registration.
September	15	Wednesday	Classes begin.

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GENERAL INFORMATION

The University

Northeastern University is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree-granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested.

Founded in 1898, Northeastern University, from the outset, has had as its dominant purposes the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the progress of other institutions but has sought to bring education more directly into the service of human needs.

With respect to program, Northeastern University has limited itself:

- To offering, in its several schools, basic curricula from which non-essentials have been eliminated;
- To effective teaching;
- To advising and guiding students;
- To giving students the chance to build well-rounded personalities through a balanced program of extracurricular activities.

The Northeastern Plan of Education in the undergraduate schools is especially designed for the student who must earn while he learns. In the main, it consists of two definite types of education:

- Co-operative Education by Day,
- Adult Education by Night.

So far as the New England States are concerned, Northeastern University is the only institution whose day colleges, other than the School of Law, are operated under the Co-operative Plan whereby throughout the school year the upperclass students alternate ten-week periods at school with ten-week periods upon jobs in business and industry.

The several schools and programs of the University are conducted either under the name "Northeastern University" or by its affiliated schools — The Lincoln Schools and The Huntington Day School for Boys.

The School of Law

Northeastern University School of Law, the first of the several schools and colleges of Northeastern University, was established in 1898. Among its original incorporators were Judge James A. Dunbar, James Barr Ames, then Dean of the Harvard Law School, and Samuel Bennett, at that time Dean of the Boston University School of Law. Later, such men as Ezra Thayer, Dean of the Harvard Law School, Samuel Elder and Robert G. Dodge have been active in shaping the policies of the School and aiding in its development.

Northeastern University School of Law is now entering upon its fiftieth year of instructing and preparing young men and women for the practice of law. Graduates of the School to the number of more than two thousand have become active practicing lawyers in Massachusetts and in the northeastern area of the United States, and many of them have been honored by appointment to the bench and to other positions of public trust and confidence. Upwards of another thousand graduates have used their law training to advance themselves as leaders in the business and industry of the nation.

The purpose of the School of Law is to prepare men and women for the active practice of the profession throughout the common law jurisdictions, more particularly in Massachusetts and the other New England States. The success of the School in achieving this purpose has been due in no small measure to the faculty members who throughout the years have taught at the School of Law. In addition to the full-time teachers, outstanding leaders in the profession and noted specialists in particular fields of the law give special lectures and many of the courses. The School in this manner relates the work of the classroom to the active practice of the profession.

Accreditation

Northeastern University School of Law fully meets the requirements of the Section of Legal Education and Admissions to the Bar of the American Bar Association, and it is upon the list of approved schools of that body.

The School is a member of the Association of American Law Schools, and it is also registered as an approved school by the Board of Regents of the University of the State of New York.

Location

The School of Law is located at 47 Mt. Vernon Street, on the top of historic Beacon Hill, in Boston. This location has many advantages for

law students. The State House is within two minutes' walk, thus affording ample opportunity to students to observe legislative processes.

Within four minutes' walk is the Suffolk County Court House. Here the students can observe the workings of the judicial processes in every aspect, for here are argued over ninety per cent of the cases heard by the Supreme Judicial Court. In the same court house there are usually eight or ten jury sessions of the Superior Court conducting both civil and criminal trials. This court also holds equity sessions throughout the year. In addition the Suffolk County Court House houses the Probate Court and the Municipal Court of the City of Boston, both of which handle a very large volume of business. The Land Court which administers the Torrens system of land registration holds its sessions here.

A few blocks farther away is the Federal Court House where are held the sittings of the United States District Court for the District of Massachusetts and the Circuit Court of Appeals for the First Circuit.

The School is readily accessible from all parts of metropolitan Boston, being within a few minutes' walk of the Park Street subway station which is the focal point of all rapid-transit and street-car lines serving an area containing two million people.

The School of Law building provides well-equipped classrooms, an ample Library, conference rooms, and offices for instructors and the administrative staff.

Library

The Law School Library contains more than 16,000 volumes and is steadily growing. It is so arranged as to give the student direct access to the books in the stacks as well as in the reading room. The library contains many of the state reports, the complete National Reporter System, the Federal Reports, the reports of the Supreme Court of the United States, the English reports, Dominion Law Reports, English and American digests, various state digests and statutes, and an extensive collection of encyclopedias, annotations, treatises, legal periodicals, approved textbooks, and all current casebooks. The Library complies in all respects with the requirements of the various accrediting bodies. In addition there is housed in the State House, within two minutes of the School, the State Library, containing some six hundred thousand volumes, which is available to students of the School. The Social Law Library, which is one of the leading law libraries of the country, is housed in the Suffolk County Court House. In the Federal Court House there is also available to students the Library of the Circuit Court of Appeals.

Student Councils

Student participation and advice in the government of the School of Law at Northeastern University is afforded through the Student Councils, representing the day students and the evening students, which are composed of members elected by and from the various classes. The Councils concern themselves with matters relating to student policies not definitely connected with classroom procedure. The Dean serves as faculty advisor to the two Councils.

The Student Councils afford a useful means of co-operation between the student body and the Faculty of the School of Law. They provide an opportunity for consultation with the Faculty on matters affecting the interests and welfare of the student body.

Placement Service

The School of Law has a placement service which devotes considerable effort to placing its graduates. This service, which operates through the Dean's office for the benefit of our students and graduates, works in co-operation with the alumni of the School of Law, and maintains cordial relationships with law firms, insurance and industrial concerns, and other employers interested in law-trained graduates.

ADMISSION OF STUDENTS

Requirements for Admission

A. Candidates for the degree of Bachelor of Laws (LL.B.):

Men and women eighteen years of age or over who have satisfactorily completed at least one half of the work required for an acceptable college degree at an accredited college and have attained records therein which meet the standards set by the Committee on Administration will be admitted as candidates for this degree.

Students entering with advanced standing:— A student transferring from any law school which is approved by the American Bar Association and is a member of the Association of American Law Schools and who has maintained a satisfactory academic record may be admitted to advanced standing on such terms and conditions as the Committee on Administration may prescribe. Transcripts showing both college and law school work must be submitted with the application. Successful completion in residence of at least one full academic year of study is required for the degree.

B. Special Students:

A limited number of applicants, who are at least twenty-three years of age and who cannot qualify under the foregoing requirements for admission as candidates for the degree of Bachelor of Laws, may, in exceptional cases and at the discretion of the Committee on Administration, be admitted as special students. Applicants for admission as special students must give evidence of such general education and experience as will enable them to carry on and profit by the work of the School.

C. Candidates for the Degree of Master of Laws (LL.M.):

Men and women who have obtained the degree of Bachelor of Laws, or an equivalent degree, from an approved law school, may, at the discretion of the Committee on Administration, be admitted to the Master's course as candidates for the degree of Master of Laws.

Any person who is a member of the bar, and who desires a knowledge of particular courses because of their relation to his practice or other reasons, may apply for enrollment for individual courses, but no credit for such work can be given unless such person has been admitted to the Master's course as a candidate for the degree under the above program.

Readmission

Former students are readmitted only at the discretion of the Committee on Administration and must upon their return to the School meet

the degree requirements in force at the time of their re-entry. The Committee on Administration reserves the right to refuse admission or re-admission to any applicant.

Application for Admission

Entering students will be admitted to the fall terms beginning September 22, 1947, and September 15, 1948. Application for admission should be made as early as possible *before the beginning* of the term. Candidates for admission to the School of Law should observe the following procedure:

1. The candidate should obtain from the office of the Registrar, 47 Mt. Vernon Street, Boston 8, Massachusetts, an application form which shall be filled out completely and returned to that office accompanied by an application fee of five dollars. Checks and money orders should be made payable to Northeastern University.

2. The application for admission shall be accompanied or followed by an official transcript of the applicant's academic record at each college and professional school which he has attended prior to making such application.

3. The applicant must also submit at least two letters addressed to the Dean by persons not members of applicant's family (preferably his employer and the dean or some teacher of his school or college) testifying to the applicant's intelligence, industry, and good character.

4. Upon receipt by the applicant of notice of the acceptance of his application, he shall register in person at the Registrar's office during the registration period indicated in this catalog. A fee of two dollars will be charged for late registration.

5. The Committee on Administration reserves the right to refuse admission to any applicant.

Registration

Every student is required to register in person and arrange for the payment of tuition at that time. It is requested that each entering student register *before* the opening of the term. The filing of an application does not constitute registration.

Admission of Veterans

The School of Law is offering full co-operation in the educational program for veterans and all its resources have been made available for this purpose. Veterans are given every possible consideration in the readjustments they are experiencing in their return to normal civilian life. Returning veterans are welcome as individuals and their programs are

determined on the basis of their previous educational background or law school training.

Pre-Legal Program

Students desiring to study law but who have not completed at least one half the work required for a Bachelor's degree in an accredited college should write to or consult the Director of Admissions for Northeastern University, whose office is located in Richards Hall, 360 Huntington Avenue, Boston.

The College of Liberal Arts of Northeastern University conducts both day and evening pre-legal programs which prepare adequately for admission to the School of Law.

The Faculty of the School of Law does not require that applicants for admission shall have pursued any specific course of study, or completed any prescribed subjects. The intending law student is urged, however, to lay especial emphasis on studies in English and English composition; in history, particularly the history of English and American governments and institutions; and in the social sciences. The practice of law covers a field so wide and the needs of the individual students vary so greatly that it is impossible to prescribe any rigid undergraduate program of studies which should be pursued by a student intending to take law. Any study thoroughly done will be of service.

Tuition and Fees

The following schedule of tuition charges is effective beginning with the Fall Term, September, 1947.

APPLICATION FEE	\$ 5.00
Each student is required to pay an application fee when he first enters the University. It is payable but once and is not refundable.	
TUITION PER TERM (<i>Day Division</i>)	150.00
The tuition in the Day Division is based upon a normal schedule of hours for each week for a term of eighteen weeks, payable in two equal installments.	
TUITION PER TERM (<i>Evening Division</i>)	112.50
The tuition in the Evening Division is based on a normal schedule of hours each week for a term of eighteen weeks, payable in two equal installments.	
TUITION PER TERM (<i>Graduate Division</i>)	75.00
The tuition in the Graduate Division is based on a normal schedule of hours each week for a term of eighteen weeks, payable in two equal installments.	

Tuition Per Semester Hour..... \$15.00

The tuition charge for students carrying less than a full program is at the rate of \$15 each semester hour, and the minimum tuition fee for any student for less than a full program of study is \$45 a term.

Tuition instalments are due on the following dates:

April Term, 1947

First tuition instalment due April 28, 1947

Second tuition instalment due June 16, 1947

Fall Term, 1947

First tuition instalment due September 22, 1947

Second tuition instalment due November 24, 1947

Spring Term, 1948

First tuition instalment due February 9, 1948

Second tuition instalment due April 12, 1948

Fall Term, 1948

First tuition instalment due September 15, 1948

Second tuition instalment due November 16, 1948

SPECIAL EXAMINATION FEE..... 10.00

LIBRARY FEE (*each term*)..... 2.00

DEFERRED PAYMENT FEE..... 2.00

The deferred payment fee will be added to all bills which are not paid when due. Failure to make the required payments on time, or to arrange for such payments, is considered sufficient cause to bar the student from classes until the matter has been adjusted with the Dean.

GRADUATION FEE..... 10.00

This fee is payable thirty days before the student is to be recommended for the degree.

Scholarships and Prizes

Faculty Scholarships. The University has made available the following five cash scholarships of \$100 each in honor of former distinguished members of the Faculty of the School of Law: Arthur A. Ballantine, Esquire, of the firm of Root, Clark, Buchner & Ballantine, New York; Elias Field, Esquire, of the firm of Brown, Field, McCarthy & Field, Boston; Honorable Hugh D. McLellan, formerly Justice of the District Court of the United States for the District of Massachusetts, now of the firm of Herrick, Smith, Donald, Farley & Ketchum, Boston; Oscar Storer, Esquire, of the firm of Storer & Lucas, Boston; and Honorable John V. Spalding, Associate Justice of the Supreme Judicial Court of

Massachusetts. These scholarships are awarded to first-year students on the basis of their academic record for the first term and promise of future success.

Daniel J. Dowd Scholarship. This scholarship, in the principal sum of \$1,000, is the gift of a friend of the Law School in memory of a worthy citizen of the State of Vermont. The income from this fund is available to provide a scholarship or prize for such worthy and needy student as the Dean of the School of Law shall select, preference being given to (1) residents of Windsor County, Vermont, (2) residents of the State of Vermont, and (3) other students.

Honor Scholarships. A \$50 scholarship is awarded annually to the member of each of the first and second year classes in the Day Division and to the member of each of the first, second, and third year classes in the Evening Division who receives the highest scholastic average for the year. Two \$25 scholarships are awarded annually to the two members in each of the first and second year classes in the Day Division and to the two members of the first, second, and third year classes in the Evening Division ranking next in honor to the student receiving the \$50 award. These awards are made in September or October of each year and only to a student who re-enrolls for his next year of study. In the event a student does not re-enroll for the ensuing year, the next highest ranking student will receive the award.

Kappa Beta Pi Prize. The *Epsilon* chapter of *Kappa Beta Pi* presents each year a Law Dictionary to the Junior woman student, in the Day or Evening Division, who attained the highest scholastic average in the second-year class while carrying a full program of study.

EDUCATIONAL PROGRAM

Day Division

The completion of the course of study leading to the degree of Bachelor of Laws in the day curriculum requires that students shall be in regular attendance for three full academic years — six semesters of eighteen weeks each — and that they shall devote substantially all of their working hours to their law studies. A minimum of eighty semester hours of classroom credit is required for graduation.

Evening Division

The evening Law School course leading to the degree of Bachelor of Laws covers a period of four school years — eight semesters of eighteen weeks each — and is equivalent in content and the number of classroom hours to the day program. The evening program is intended primarily for those who are employed during the day.

Graduate Division

The curriculum leading to the degree of Master of Laws extends over a period of two years. It has been designed with the two-fold purpose of enabling graduates of approved law schools to obtain the degree of Master of Laws, and also of affording active practitioners an opportunity for advanced study in order to enhance their professional effectiveness.

Classes in the Graduate Division will be scheduled late afternoons and early evenings.

Combined Programs

Students in the College of Liberal Arts and the College of Business Administration of Northeastern University in their senior year may elect courses in the School of Law in lieu of the regular senior programs of these colleges.

Upon the completion in the School of Law of the semester-hour equivalent of their senior-year requirements such students then become eligible for the degree of Bachelor of Arts or of Bachelor of Science according to the curriculum in which they have qualified. Upon the completion of their law studies in the School of Law, they also become eligible for the degree of Bachelor of Laws.

These combined programs shorten the time required to obtain both degrees and also the time required to qualify for admission to the practice.

Method of Instruction

A good law school is one which will take an intelligent student and turn him out at the end of his course as a person capable of handling the various legal problems which may be brought to him. Northeastern University School of Law works toward this objective by admitting only those students whose educational preparation indicates that they can become competent lawyers, either in the professional field or in their own businesses, and then by working with these students through four progressive steps:

(1) *The Case Method of Instruction* — The student is first taught to read and to use the written opinions of the appellate courts by which the final judgments in litigation are stated and decided and explained. The intensive study of these actual "cases" gives to each student the power to analyze facts and develops the process of legal reasoning which must be followed if new factual situations are to be handled with competence.

(2) *The Basic Principles of Law* — The student is also taught the important principles of law arising in the wide fields of contracts, torts, criminal law and other basic subjects. These fundamental principles of legal rights and remedies must be so learned that they become a part of every lawyer and can be brought into use as new situations are presented.

(3) *How to Find the Law* — The solution of many of the cases which come to a lawyer requires a building up from these basic principles learned in the law school, and this building up must be done through the lawyer's knowledge of *how to find* the law. Therefore the student is also taught to use the reports and digests and statutes and other books found in the law library.

(4) *Law Clubs and Legal Research* — The student finally must be told about and then given experimental practice in the way to handle clients, understand evidence, present his case in court, and to use the other procedures by which a competent lawyer protects his clients in their rights.

At Northeastern University School of Law the development of the student through these four steps is under the supervision of experienced law professors and of lecturers who have been selected from the active profession by reason of their successful practical experience and for their ability to pass their knowledge on to the students of the School of Law.

Law Clubs

An important supplement to the formal academic instruction is provided by the law clubs established in both the day and the evening divisions. The purpose of the law clubs is to give the students practical instruction and experience in the analysis of legal problems, the use of law

books, and the preparation and presentation of cases before an appellate court. Although the work of the law clubs is voluntary and extracurricular, all but a very few of each entering class participate in this important form of legal education.

The clubs, each of which is composed of eight to a dozen men from each class, start their work shortly after the beginning of the school year. The students first argue cases within their own clubs, and then a series of inter-club contests is scheduled. The competitive program is concluded by final arguments between the successful clubs of the day and the evening divisions.

Research

An integrated program has been established so that practice in research and legal writing is encouraged throughout all of the years of the Law School curriculum. A required course in the first year introduces the beginning students to legal bibliography and writing. Thereafter the students are called upon for special research work as part of several of their regular courses. This plan of successive research problems, in different courses and under different instructors, is followed by the required course in Legal Research during the final year at the School of Law. In this course the students are presented with current problems from the offices of active practitioners, and they work in class with these lawyers in studying and analyzing the problems and in preparing regular briefs upon each case. This required research work is one part of the Law School's policy to relate the study of law in the School to the active practice of law in the professional field.

Faculty Advisors

The students are encouraged to take up their problems with the members of the full-time Faculty. These personal conferences, either on legal matters or other problems, can assist students in orienting themselves to the study of law and to the continuous and arduous efforts needed if the Law School work is to be completed successfully. For this purpose each student is assigned to a certain member of the full-time Faculty.

REGULATIONS OF THE SCHOOL OF LAW

General Policy

The School reserves the right, at any time, to make any changes which are deemed advisable in the number and content of courses, their order in the curriculum, the instructors assigned to courses, and in the rules, regulations and fees of the School.

Attendance at the School of Law is a privilege and not a right. The Committee on Administration reserves the right to require at any time the withdrawal of any student whom it may deem unworthy either on account of his neglect of study, his incapacity for the law, or for any grave defect of conduct or character, and no reason for requiring such withdrawal need be given.

Withdrawals

In the event any student is obliged to withdraw from the School for causes deemed adequate by the Committee on Administration, tuition may be refunded in accordance with the following schedule:

<i>Attendance</i>	<i>Refund</i>
Two Weeks	80 per cent
Three Weeks	60 per cent
Four Weeks	40 per cent
Five Weeks	20 per cent
Over Five Weeks	0 per cent

Attendance

Students are expected to attend with regularity the sessions of all courses in which they are enrolled. Students who are irregular in class attendance without justifiable cause may be dropped from the class rolls or be refused permission to take the final examinations in the course. No student during his attendance at the School of Law may be registered in any other school or college, whether of Northeastern University or of any other institution, without the consent of the Dean.

Marking System

A student's scholastic standing is determined solely by his weighted average calculated upon the grades in all courses taken since entering the School, weighted in accordance with the semester hours devoted to each course. The quantitative unit in determining credits is the semester hour, which is equivalent to one hour in class each week for one semester.

The qualitative standard determining promotion and graduation is the grade quotient, as explained below.

The standing of a student in individual courses is indicated by the following letter grades which, on a percentage basis, represent the following numerical grades:

A	90-100	Superior attainment
B	80- 89	Above average attainment
C	70- 79	Average achievement
D	60- 69	Lowest passing grade
F	Failure	Failure
Inc.		Postponed examination

Promotion

Regulations regarding examinations, promotion and graduation are set forth in detail in the special Rules promulgated from time to time by the Faculty. The rules relating to promotion are as follows:

Except as provided in the following rule, promotion to the second year class in the Day Division and to the second and third year classes in the Evening Division requires a minimum weighted average of 65%. A student is required to have a minimum weighted average of 68% to be entitled to promotion to the senior class.

If a student has a failure grade in one or more courses of the first year of the Day Division, or of the first and second years of the Evening Division, and has an average of 60% to 64%, he may, at the discretion of the Faculty, be placed on probation and required to repeat in full or in part the entire year of work. A student who has earned a weighted average of from 65% to 68% may, at the discretion of the Faculty, be permitted to enter the senior class on probation to carry such a program of courses as the Faculty shall require. If the student fails to present evidence which would tend to justify the belief that he has the ability to succeed in the law, he shall be excluded from the School.

A student who receives a weighted average below 60% in the courses of the first year in the Day Division, or in the first and second years in the Evening Division, shall be excluded from the School. A student whose weighted average at the end of the Junior year is below 65% shall be excluded from the School. Students excluded under this or the preceding rule may petition the Dean in writing not later than September 1 for permission to appear before the Committee on Administration to show reason why they should be reinstated. If reinstated the student is not thereby relieved from the necessity of attaining, at the following spring examination period, the average required that year for promotion or graduation.

A student who fails a second time to attain the required average is permanently excluded or denied graduation.

Requirements for the Degrees

The degree of Bachelor of Laws will be conferred upon those candidates who are of good moral character and who

- (1) Have pursued in residence the study of law for the required period of time and have completed the program of study prescribed by the Faculty; and
- (2) Have passed examinations in at least eighty semester hours of courses and have attained a minimum weighted average of sixty-eight per cent.

In recognition of superior scholarship, the degree will be granted with special honors, as follows: *Cum Laude*, to students who have met all the requirements for the degree and have attained a weighted grade average of eighty-five per cent to ninety per cent; *Magna Cum Laude*, to students who have met all the requirements for the degree and have attained a weighted grade average of ninety per cent or better.

The degree of Master of Laws will be conferred upon those candidates who are of good moral character and who

- (1) Have pursued in residence the study of law for two years, and have completed not less than twenty-four semester hours of courses prescribed by the Committee on Administration and have attained a minimum weighted average of eighty per cent or better; and
- (2) Have presented a legal thesis written under the direction of and satisfactory to a member of the Faculty.

DAY CURRICULUM 1947-1948

First Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Contracts	2	Contracts	3
Torts	2	Torts	2
Property	2	Property	3
Judicial Remedies	2	Judicial Remedies	2
Criminal Law	3	Agency	3
Legal Method	2		
	<hr/>		<hr/>
	13		13

Second Year

Equity	2	Equity	2
Trusts	2	Trusts	2
Corporations	2	Corporations	2
Bills and Notes	2	Domestic Relations	2
Wills and Administration	3	Security	3
Bankruptcy	2	Sales	2
	<hr/>		<hr/>
	13		13

Third Year

Evidence	2	Evidence	2
Conflict of Laws	2	Conflict of Laws	2
Legal Research	1	Legal Research	1
Electives — at least	9	Electives — at least	9
	<hr/>		<hr/>
	14		14

Elective and Graduate Courses

Group A

Constitutional Law	2	Constitutional Law	2
Federal Taxation	2	Federal Taxation	2
Conveyances	2	Restitution	2
Massachusetts Practice	2	Trial Practice	2
Administrative Law	3	Labor Law	3

Group B

Jurisprudence	3	Future Interests	3
Patents	2	World Law and Organization	2
Insurance	2	Legislation	2

Group C

Federal Jurisdiction	2	Federal Jurisdiction	2
Probate Pract. and Accounting	2	Estate Planning	2
Trade Regulations	3	Admiralty	3

EVENING CURRICULUM 1947-1948

First Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Contracts	2	Contracts	3
Torts	2	Torts	2
Property	2	Property	3
Judicial Remedies	2	Judicial Remedies	2
Legal Method	2		
	<hr/>		<hr/>
	10		10

Second Year

Criminal Law	3	Agency	3
Equity	2	Equity	2
Bills and Notes	2	Domestic Relations	2
Wills and Administration	3	Security	3
	<hr/>		<hr/>
	10		10

Third Year

Trusts	2	Trusts	2
Corporations	2	Corporations	2
Bankruptcy	2	Sales	2
Evidence	2	Evidence	2
Electives — at least	2	Electives — at least	2
	<hr/>		<hr/>
	10		10

Fourth Year

Conflict of Laws	2	Conflict of Laws	2
Legal Research	1	Legal Research	1
Electives — at least	7	Electives — at least	7
	<hr/>		<hr/>
	10		10

The evening curriculum includes the same elective courses as the day curriculum.

The elective and graduate courses in *Group A* will be offered every year, while those in *Group B* and *Group C* will be offered in alternate years.

Semesters consist of eighteen weeks of classes, exclusive of examination and vacation periods. The requirement for the LL.B. degree is the completion of 80 semester hours.

DESCRIPTION OF COURSES

Starred items () will be offered
only in alternate years.*

Administrative Law

Three semester hours

The constitutional problems involved in the creation of agencies to administer law. The method of statutory creation and the manner in which some of the more important of these agencies function. Rule making powers. Problems dealing with adequate notice and a fair hearing, evidence and procedure, tribunal, and necessity of findings. The nature and scope of control by courts over administrative determinations. Attention throughout the course will be directed to the Administrative Procedure Act and state statutes regulating procedure before administrative agencies. Gellhorn, *Administrative Law, Cases and Comments*. Mr. Segal.

***Admiralty**

Three semester hours

Federal and state jurisdiction. Jurisdiction over waters, craft, contracts, torts, crimes, in equitable matters, etc. Maritime liens, and rights of maritime workers. Carriage of goods, including the effect of the Federal Carriage of Goods by Sea Act. Charter parties; salvage; general average; marine insurance; pilotage; towage; collision, and limits of liability; pleading and procedure. Material to be announced.

Agency and Partnership

Three semester hours

Rights and liabilities arising out of the relation of *principal and agent* and *master and servant*. Creation, nature and characteristics of *partnership*. Seavey, *Cases on Agency*; Crane and Magruder, *Cases on Partnership*. Mr. Lurie.

Bankruptcy

Two semester hours

Jurisdiction. Adjudication. Administration. Discharge. Emphasis is placed on fraudulent conveyances, preferences, claims of creditors, and discharge. Corporate Reorganizations, and Arrangements. Consideration is also given to non-bankruptcy liquidations, including assignments for the benefit of creditors. Casebook to be announced. Mr. D. G. Allen; Mr. Horvitz.

Bills and Notes

Two semester hours

A consideration of the law of bills of exchange, promissory notes, and checks at common law and as codified in the Uniform Negotiable Instruments Law. The formal requisites of negotiability and the rights and liabilities of parties are treated in detail. Casebook to be announced.

Conflict of Laws

Four semester hours

The law governing activities that have connections in more than one state. Domicile. The bases for jurisdiction. The conflict rules applicable to problems involving the enforcement of foreign judgments, contracts, torts, taxation, property, marriage and divorce, and the administration of estates; with emphasis upon constitutional limitations. Cheatham, Dowling, Goodrich and Griswold, *Cases and Materials on Conflict of Laws*, 2d ed., and *Supplement*. Mr. Whalon.

Constitutional Law*Four semester hours*

Judicial function and technique in constitutional litigation. Separation and delegation of powers; intergovernmental immunities. Federal powers, especially the commerce power. Commerce clause as a limitation on state power. Due process of law, procedural and substantive; bill of rights; equal protection; privileges and immunities. The contract clause. Dowling, *Cases on Constitutional Law*, 3d ed. Mr. Oberdorfer.

Contracts*Five semester hours*

Rights and duties arising from promises. The study of the general transaction (contract) of which the promise is a part. Requisites for the creation of the contract-promise; performance and discharge of contracts; and the parties to the making, performance and enforcement of contracts. Methods and measures of judicial relief. Shepherd, *Cases on Contracts*, 2d ed. Mr. Hadley.

Conveyances*Two semester hours*

A course in practical conveyancing. Agreements for purchase. Evidence of title. Deeds. Mortgages. Assignments. Partial Releases. Extensions. Discharges and Foreclosures of Mortgages. The recording and registration of title systems. Crocker's *Notes on Common Forms*, 6th ed. Mr. Swaim.

Corporations*Four semester hours*

The formation, promotion, organization, management, and control of corporations, including the problems arising under common law and modern statutes concerning corporate powers and their distribution between shareholders, directors, officers and agents. The creation, maintenance, decrease and increase of corporate capital. Dodd & Baker, *Cases on Business Associations*. Mr. Loewenberg.

Criminal Law*Three semester hours*

A preliminary study of the administration of criminal justice, with special reference to characteristics of particular crimes and the general principles of liability to punishment. Harno, *Cases and Materials on Criminal Law*. Mr. Lurie.

Domestic Relations*Two semester hours*

The law of husband and wife: the contract to marry; nature and requirements of marriage; relations between husband and wife; dissolution of marriage by annulment, divorce and judicial separation. The law of parent and child. McCurdy, *Cases on Domestic Relations*. Madden, *Domestic Relations*, 4th ed. Mr. Kingston.

Equity*Four semester hours*

Origin and history of the jurisdiction of the court of chancery. Nature, enforcement and effect of equitable decrees. A study of specific enforcement of contracts, injunctions against tort and crime, and other forms of equitable relief. Chafee & Simpson, *Cases on Equity*. McClintock, *Equity*. Mr. Greene.

Estate PlanningTwo semester hours*

Study of alternative methods of disposing of wealth, with attention to draftsmanship, tax burdens, and costs of administration. Material to be announced.

Evidence*Four semester hours*

Evidence in trials at common law and in equity. Remoteness and prejudice. Examination, competence, and privilege. Exclusionary rules. Introduction of writings. Parol evidence rule. Morgan and Maguire, *Cases and Materials on Evidence*. Mr. Crane.

Federal JurisdictionFour semester hours*

Jurisdiction and procedure in federal courts; diversity of citizenship; and jurisdiction and amount. Removal jurisdiction and procedure. Concurrent jurisdiction of state and federal judicial systems. Substantive law applied in the federal courts. Procedure under the Federal Rules of Civil Procedure, including venue, process, parties, joinder, pleadings, motions, and trials. Appellate jurisdiction and procedure in the Circuit Court of Appeals and the Supreme Court of the United States. McCormick and Chadbourne, *Cases on Federal Courts*. Mr. Roitman.

Federal Taxation*Four semester hours*

The problems involved in the federal taxation of individuals and business associations. Special consideration will be given to the estate, gift and income taxes, and the manner in which they interrelate in the taxation of individuals, trusts and business associations. Study of the structure of the present Internal Revenue Code, regulations, and other administrative and judicial interpretations thereof. Procedure in the courts and before administrative officers. Griswold's *Cases and Materials on Federal Taxation*. Prentice-Hall's *Student's Tax Service*. Mr. Roberts.

Future InterestsThree semester hours*

A study of the various types of future interests in real and personal property recognized by law, and of the rules which determine the validity and effect of future limitations. The rule against perpetuities, and related rules and restraints. Creation of powers of appointment, their function, operation and exercise. Leach, *Cases on Future Interests*.

InsuranceTwo semester hours*

The nature and form of insurance contracts, and their interpretation by the courts, as well as the regulation of the insurance business by government. Examination of various types of insurance policies from a practical point of view. Vance, *Cases on Insurance*, 3rd ed. Mr. Lee.

Judicial Remedies*Four semester hours*

Judicial systems, their history and functions. The forms of action. Pleadings at common law. Trial and adjudication. Appellate review. Validity and effect of judgments. Enforcement of judgments. Proceedings against property. Modern procedural development. Scott & Simpson, *Cases on Judicial Remedies*. Morgan, *Introduction to the Study of Law*. Mr. Nicholson.

Jurisprudence and Legal HistoryThree semester hours*

Study and comparison of the world's developed systems of law. The machinery of justice, the social interests recognized and protected, salient geographical and

other facts shaping law, and important theories as to the nature and purpose of law, in each legal system and in important periods thereof. Chief attention is given to the Anglo-American legal system. Material to be announced. Mr. Hadley.

Labor Law

Three semester hours

Problems relating to labor organizations and collective bargaining, including legal aspects of various forms of concerted activity such as strikes, picketing, and related activities. The labor injunction, including federal and state anti-injunction statutes. Administration of the National Labor Relations Act and related statutes. Legal aspects of the collective labor agreement. The regulation of internal activities of labor unions, with emphasis on recent cases and legislation. Material to be announced. Mr. Roitman.

Legal Method

Two semester hours

This is an introduction to the study and application of Anglo-American Law, with emphasis upon the methods employed in using the materials of the profession. The development of basic skills necessary to the study of law is treated through presentation of such topics as the sources and forms of American law, analysis and synthesis of judicial precedents, the interpretation and use of statutes, coordinated use of case law and legislation, problems in legal reasoning, and the law as a system. Research exercises in case law and legislation will be required. Dowling, Patterson and Powell, *Materials for Legal Method* (1946). Mr. Scoles.

Legal Research

Two semester hours

A specialized course in analyzing legal problems and in preparing and writing briefs. Training in writing legal articles and notes for publication. In this course the students are also presented with problems being studied by Boston lawyers, and the students work in class with practicing lawyers for a few weeks at a time in analyzing these current legal problems on various subjects and in preparing (as in a law office) the necessary notes and memoranda or briefs upon each case. Facility in research, analysis, organization and legal composition must be demonstrated before credit for the course is earned. Material to be announced.

***Legislation**

Two semester hours

History and place of various types of legislation in the development of law. A study of legislative law making, including the nature and extent of legislative power, formulation of legislative policy, legislative organization and procedure, and the mechanics of enactment. Means of making laws effective. Exercises in draftsmanship in connection with selected problems of current legislation. Material to be announced. Mr. Nicholson.

Massachusetts Practice

Two semester hours

Division of courts in Massachusetts and jurisdiction of each. Commencement of actions; attachments; pleadings; discovery before trial; depositions; set-off and recoupment; tender, and offer of judgment. Trial procedure; requests for rulings, and for instructions to jury; motions for directed verdict; motions for

new trial. Appeals; exceptions; reports and reservations. Preparation of record for Supreme Judicial Court. Judgment and execution. Equity practice and pleading in Massachusetts. Material to be announced. Mr. A. S. Allen.

***Patents**

Two semester hours

Substantive patent law. Who are entitled to patents. Patentability. Proceedings to obtain patents. Requisites, validity, construction and operation of patents. Reissues; disclaimers; sales, assignments, mortgages, licenses and leases; infringement. Jurisdiction of courts. Material to be announced. Mr. Thompson.

***Probate Practice and Accounting**

Two semester hours

Problems in the administration of trusts and decedent's estates, including exercises in pleading and practice, and in fiduciary accounting. Material to be announced.

Property

Five semester hours

(a) The concept of possession as applied to land. Historical development of possessory and non-possessory estates in land, with detailed description of the creation, incidents and methods of transfer of each. The statute of uses, and new interests arising therefrom. An introduction to the law of future interests, with special reference to powers and the rule against perpetuities. (b) The concept of possession as applied to chattels. Bailments, liens, pledges, fixtures and emblements, gifts. Wrongful possession of chattels. The legal relations of a landowner in respect to land, air and water. Fraser, *Cases and Readings on Property*, 2d ed., Vols. I and II. Mr. Whalon.

Restitution

Two semester hours

A consideration of the principles of recovery for unjust enrichment. Restitution at law and in equity as an alternative remedy for tort or for contract. Remedies for contracts induced by fraud or mistake, and contracts unenforceable because of impossibility of performance or the statute of frauds or plaintiff's breach. Quasi-contracts, specific reparation, and constructive trusts. Casebook to be announced.

Sales

Two semester hours

A treatment of the transfer of interests in goods by agreement, with special reference to security interests of the seller, warranties, and remedies of the parties at common law and under the Uniform Sales Act. Vold, *Cases on Sales*. Mr. Scoles.

Security

Three semester hours

This course embraces and correlates the material traditionally taught in courses on *suretyship* (the third person as security) and *mortgages* (real property as security), and it also includes the additional devices employed in modern business practice involving the use of intangible personal property as security. The underlying common concepts are stressed and illustrated and the business aspects considered. Hanna, *Cases and Materials on Security*, 2d ed. *Restatement of Security*. Mr. Holmes.

Torts*Four semester hours*

Intentional injuries to the person, land, and chattels; conversion. Consent; privilege. Negligence; causation; risk. Contributory negligence. Liability without fault. Misrepresentation. Defamation. Malicious prosecution. Abuse of process. Interference with advantageous relations. Thurston & Seavey, *Cases on Torts*, and *Supplement on Conversion*. Mr. Crane.

Trade RegulationsThree semester hours*

The significant developments, common law and statutory, in the formulation of national policy with respect to the regulation of business, with detailed consideration of the Sherman Act, the Clayton Act, the Robinson-Patman Act and the Federal Trade Commission Act. Handler, *Cases on Trade Regulations*.

Trial Practice*Two semester hours*

In this course each student is instructed and is given experience in the preparation and presentation of contested court actions. The purpose of the course is to give the students opportunity to practice their knowledge of pleading, to apply their knowledge of evidence and substantive law, and to present such knowledge by interrogation of witnesses and by oral arguments. The instructor is an experienced trial lawyer, and the practice follows that of actual litigation in the Massachusetts courts. Material to be announced.

Trusts*Four semester hours*

The creation, administration, and termination of express trusts. The rights and liabilities of parties with respect to express, resulting, and constructive trusts. Scott, *Cases on Trusts*, 3d ed. Mr. Scoles.

Wills and Administration*Three semester hours*

Intestate succession. Execution, revocation, and contest of wills. Lapse, ademption, increase and satisfaction. Probate of wills; administration; and management of estates. Construction and draftsmanship of wills. Mechem & Atkinson, *Cases on Wills and Administration*. Mr. Field.

World Organization and World LawTwo semester hours*

The course will take up international law as now understood and applied, also some of the historical and philosophical backgrounds of international law. Jurisprudence and geopolitics and other factors affecting international law. Previous and present attempts and efforts at world government. The development of international and world law, including the Nuremburg trials. Jurisprudence, philosophy and geopolitics as they affect world organization and world law. The purpose of the course is primarily to direct thought to the future development rather than to past precedent in the field of world organization and the maintenance of world law. Material to be announced. Mr. Mahony.

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OLSON, LESTER A.	Ricker Junior College	Monson, Maine
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	Mass. State	
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	American University	
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	Northeastern University	

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	LaSalette College	Lowell, Mass.
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1947

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Bates College	3	Ricker Junior College	1
Boston College	9	St. Anselm's College	2
Boston Teachers College	1	St. Michael's College	1
Boston University	9	Syracuse University	2
Brown University	4	Tufts College	4
Clark University	2	United States Coast Guard Academy	1
College of the City of Detroit	1	University of Alabama	2
College of the City of New York	1	University of Colorado	1
Dartmouth College	4	University of Kansas	1
Franklin and Marshall College	1	University of Maine	5
Harvard University	11	University of Minnesota	1
Haverford College	1	University of New Hampshire	2
Holy Cross College	2	University of Vermont	3
Illinois Institute of Technology	1	Washington and Lee University	1
John Carroll University	1	Wesleyan University	1
Lehigh University	1	Williams College	1
Massachusetts Institute of Technology	4	Xavier University of New Orleans	1
Massachusetts State College	2	Yale University	2
Mount St. Mary's College	1		140
New York University	1	<i>Less duplication</i>	14
Northeastern University	40		126
Norwich University	1	<i>Plus others</i>	17
Ohio State University	1		
Pennsylvania State College	2		
Philander Smith College	1	<i>Total number of students</i>	143

NORTHEASTERN UNIVERSITY

School of Law

47 MT. VERNON STREET, BOSTON 8, MASSACHUSETTS

Application for Admission

Date.....19..

Name (*Print in full*).....

Address.....Telephone.....

Date of Birth.....Place of Birth.....

Citizen of.....

Colleges or Universities attended.....

.....

Length of attendance (specify years by date).....

Where situated.....If a graduate, what degree.....

When do you wish to enter Northeastern University School of Law?.....

Do you plan to attend the Day or Evening Division?.....

Are you a veteran of World War II?.....

If so, do you plan to attend under the P. L. 346 or P. L. 16? Which?.....

Have you ever made application to any other Law School?.....

Have you ever been in attendance, dropped, suspended or expelled from any college or

Law School?.....

If the answer is Yes, attach a full statement of facts.

If you have been a student in any other school of the Northeastern University system
give name of school and years in which you were in attendance.

.....

If employed, give name and address of employer.....

.....Telephone.....

Have you ever been complained of, indicted for or convicted of any violation of the law?

If so, attach a full statement of facts.

.....

All statements made by me in this application are true and complete to the best of my
knowledge and belief.

SIGNED.....

GENERAL INSTRUCTIONS

A fee of five dollars must accompany this application. Make checks, money orders or drafts payable to Northeastern University. (This fee is not refundable.)

Attach a transcript of your college record. (If transcript will not be issued to you, arrange to have it sent to this School direct.)

Attach to this application at least two letters addressed to the Dean by persons not members of applicant's family (preferably his employer and the Dean or some teacher of his school or college) testifying to applicant's intelligence, industry and good character.

If you have studied law at another school, whether or not you claim credit, also attach hereto an official certificate of work done there, showing subjects, hours and grades.

NORTHEASTERN UNIVERSITY

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Offers a broad program of subjects serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities are available for vocational specialization. Degree: Bachelor of Science or Bachelor of Arts.

*College of Engineering

Offers curricula in Civil, Mechanical, Electrical, Chemical, and Industrial Engineering. Classroom study is supplemented by experiment and research in well-equipped laboratories. Degree: Bachelor of Science in the professional field of specialization.

*College of Business Administration

Offers curricula in Accounting, Industrial Relations, Marketing and Advertising, Finance and Insurance, and Business Management. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

School of Law

Offers day and evening undergraduate programs. Admits those who present a minimum of one-half of the work accepted for a bachelor's degree or its full equivalent in an approved college. Degree: Bachelor of Laws. Also a graduate program leading to the degree of Master of Laws.

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Offers curricula through evening classes in Accounting, Management, Distribution, Law and Business and Engineering and Management; prepares for certified public accountant examinations; arranges intensive programs to meet special needs. Conducts a Labor Relations Institute. Degree: Bachelor of Business Administration with appropriate specifications.

Evening College of Liberal Arts

Offers courses in the fields of Economics, English, History, Government, Philosophy, Psychology, and Sociology; the program is equivalent in hours to one-half the requirement for the bachelor's degree, and prepares for the study of law and further study in Liberal Arts; special courses may be arranged. Degree: Associate in Arts.

*The Co-operative Plan

The Colleges of Liberal Arts, Engineering, and Business Administration offer day programs and are conducted on the Co-operative Plan. After the freshman year students alternate periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses. Full time curricula are available for pre-professional students who do not desire the Co-operative Plan.

For further information regarding any of the above schools, address

NORTHEASTERN UNIVERSITY

Boston 15, Massachusetts

School of Law

47 Mt. VERNON ST.

Telephone: KENMORE 5800

Other Schools

360 HUNTINGTON AVENUE



NORTHEASTERN UNIVERSITY
BOSTON - MASSACHUSETTS



SCHOOL OF BUSINESS

1947-1948
EVENING SESSIONS
FORTIETH YEAR

OFFICE HOURS

SEPTEMBER 9, 1946 — JUNE 21, 1947

Monday — Friday.....8:45 A.M.—9:00 P.M.
Saturdays.....8:45 A.M.—1:00 P.M.

JUNE 23, 1947 — AUGUST 9, 1947

Monday and Thursday.....8:45 A.M.—9:00 P.M.
Tuesday, Wednesday and Friday.....8:45 A.M.—5:00 P.M.

AUGUST 11, 1947 — JUNE 19, 1948

Monday — Friday.....8:45 A.M.—9:00 P.M.
Saturdays, 8:45 A.M.—12.00 Noon through August 30.
8:45 A.M.—1:00 P.M. September 6, 1947–June 19, 1948.

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Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

Gifts and bequests should be made only in the University's legal name, which is "Northeastern University."

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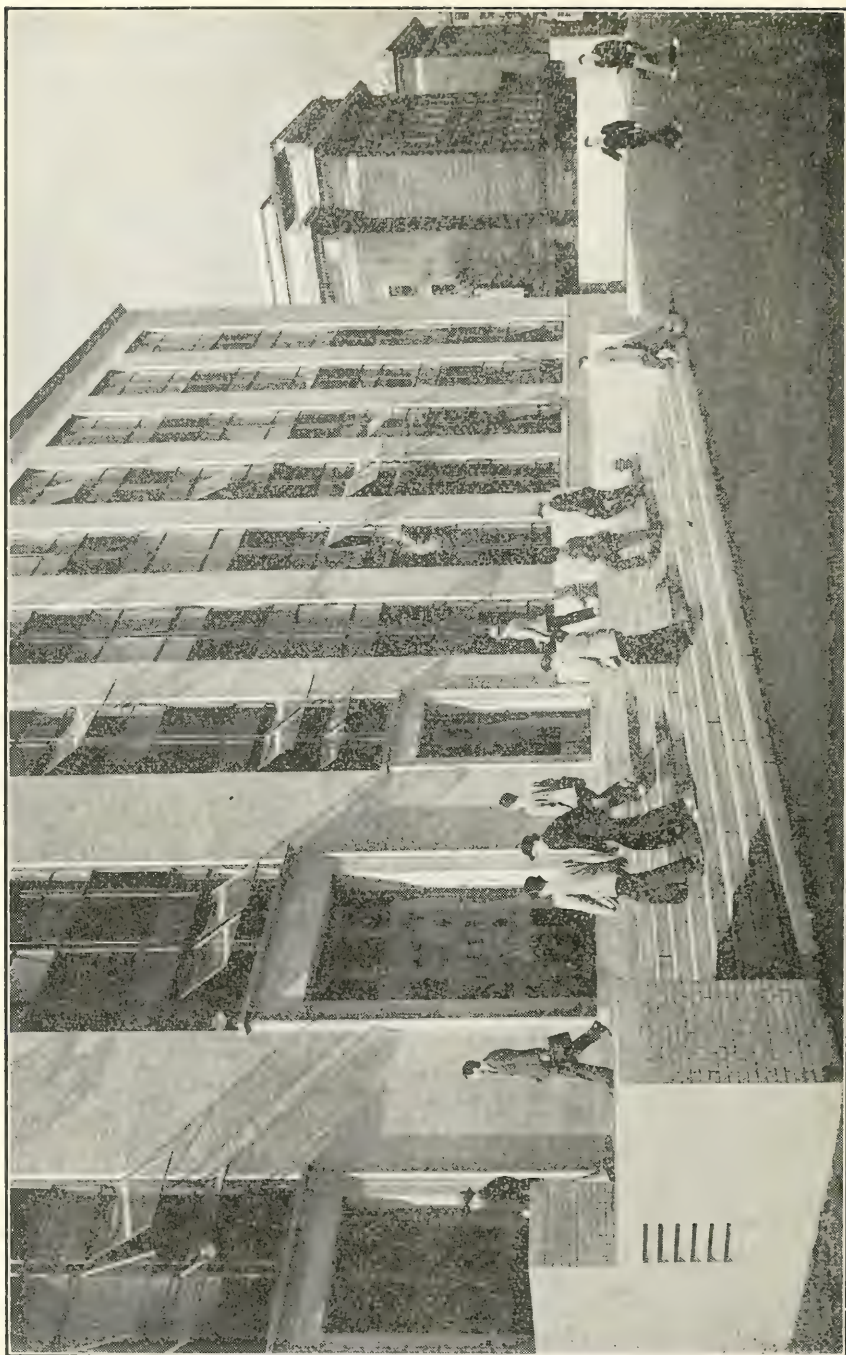
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1947-1948

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ENTRANCE TO RICHARDS HALL, NORTHEASTERN UNIVERSITY

School of Business

Calendar

1947

July	1	Students may register for the school year 1947-1948 any time after July 1. Registration must be completed before attending classes.
September	2-5	Examinations for Removal of Conditions and Advanced Standing.
September	15-19	Classes begin. English 7, 8 Reports due.
October	13	Columbus Day — No class sessions.
November	11	Armistice Day — No class sessions.
November	27	Thanksgiving Day — No class sessions.
December	22	Last class session before Christmas recess.
December	23-January 1.	Christmas Recess — No class sessions.

1948

January	5	First class session after Christmas recess.
February	2-6	Second semester classes begin.
February	23	Washington's Birthday — No class sessions.
March	15	Last date for the submission of theses.
May	1	Last date for filing application for degrees and for the payment of the graduation fee.
May	5-20	Final examination period.
June	13	Commencement Exercises.

*Students must register before attending classes. See page 49 for late registration.

Class sessions which fall on holidays are made up at the end of the course or as announced.

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Northeastern University

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School of Business

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School of Business

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Assistant to Store Manager, William Filene's Sons Company

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Accounting Aids to Management
Public Accountant, O'Brien, FitzGerald and Company

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Partner, Cooley and Marvin

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Marketing, Law of Sales, Business Economics
Practice of Labor Relations and Administrative Law
Member of Bar of District of Columbia and Massachusetts
Member of National Panel of Arbitrators of American Arbitration Association

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Instructor, Boston Clerical School

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Industrial Statistics Division, Federal Reserve Bank of Boston

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Cost Consultant, Boston Chapter, Non-Ferrous Founders' Association

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Production Manager, West Lynn Works, General Electric Company

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Industrial Publications
Industrial Editor, John Hancock Mutual Life Insurance Company

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Instructor, Canton High School

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Lecturer in Sociology, Northeastern University
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Budget Procedure
Comptroller, Boston Elevated Railway Company
- JAMES T. DUNPHY, Bentley School of Accounting
Cost Accounting
General Office Manager, Milk Division, H. P. Hood and Sons, Inc.
Director, National Association of Cost Accountants
- HOWARD E. DURHAM, B.A., M.A., University of Washington
Collective Bargaining II — The Labor Contract
Regional Director, United States Conciliation Service
- ARMAND D. DU ROCHER, Northeastern University; C.P.A.
Accounting Problems
Public Accounting as principal
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Accounting Problems
Chairman, Department of Accounting, Worcester Junior College
Income Tax Specialist, Harry W. Wallis
- CARL B. EVERBERG, LL.B., LL.M., Boston University
Legal Aspects of Business, Contracts
Attorney at Law
- JOSEPH BACON FYFFE, A.B., Harvard University; C.P.A.
Auditing
Public Accountant, Lybrand, Ross Brothers and Montgomery
- WARREN LINCOLN GANONG, S.B., Northeastern University
Time Study
Training Advisor, H. P. Hood and Sons, Inc.
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Introductory Accounting
Northeastern University
- HOWARD FRANCIS GREENE, Northwestern University; C.P.A.
Advanced Accounting Problems, C.P.A. Problems, Mathematics of Accounting
Public Accountant
Chairman Accounting Department, Northeastern University, Evening Division
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Director of Training, Arlington Mills
- GILMAN CLIFTON HARVEY, Massachusetts Teachers College; Bentley School of Accounting and Finance; C.P.A.
Accounting Aids to Management
Comptroller, Hawkbridge Brothers Company
Assistant Treasurer, Alcoma Association, Inc., Alcoma Packing Company, Inc.
- HUGH HEALEY, S.B., Massachusetts Institute of Technology
Methods Engineering
Methods and Planning Supervisor, General Electric Company
- J. KEENE HORNER, B.A., University of Oklahoma; M.B.A., Harvard University
Financial Organization, Principles of Investments, Security Analysis, Business Readings
Counsellor
Dean of the Faculty, Director of Division of Finance and Assistant to Chancellor, Babson Institute
- LOUIS S. HURWITZ, B.A., M.A., Clark University
Economics
Price Economist, Office of Price Administration

- HENRY AUGUST KRIEBEL, B.S., M.A., Lehigh University
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Instructor, Babson Institute
- WILLIAM BRYANT LAMPREY, LL.B., Suffolk University
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Public Accountant and Attorney at Law
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Industrial Engineer, General Electric Company
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Head of English Department, Winthrop Junior High School
- JAMES WILSON LONGLEY, M.S., Agricultural and Mechanical College of Texas; M.A., Harvard University
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- HOMER A. LUCAS, B.B.A., Boston University; C.P.A.
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Assistant Professor, Fort Devens College
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Partner, Patterson, Teele and Dennis
- EDWARD JAMES McGEE, B.S., Northeastern University
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Advertising Department, Dennison Manufacturing Company
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Member of Massachusetts Bar
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Partner, Stewart, Watts and Bollong
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Industrial Engineer, Raytheon Manufacturing Company
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Industrial Consultant
- WILLIAM JOHN PINARD, B.A., Gray College; M.A., Transvaal University; Ed.M., South
African University; Ph.D., University of London
Industrial Psychology
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- JOHN T. POWELL, LL.B., Northeastern University
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Partner and Tax Consultant, Hale and Dorr
- JOHN L. RACINE, B.Sc., Ohio State University; M.B.A., University of Toledo
Principles of Selling
Instructor, Babson Institute
- WYMAN S. RANDALL, B.B.A., Boston University
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Purchasing Agent, Rust Craft Publishers, Inc.
- NICHOLAS ALFRED RASETZKI, A.B., Hobart College; A.M., Boston University
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Director of Personnel, Tobe Deutschmann Corporation
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- ARTHUR B. H. ROSE
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- DANIEL A. RUSH, LL.B., Georgetown University, School of Law; LL.M., National University
Law School
Income Tax Procedure
Tax Attorney, Tax Department, United Shoe Machinery Corporation
- BERNARD HORACE SHELTON, Massachusetts Institute of Technology; Boston University
Principles of Selling, Introduction to Sales Management
Sales Manager, Valpey Crystal Corporation and R.E.C. Manufacturing Corporation
- EDWARD A. SMITH, JR., B.S., Lake Forrest College
Job Analysis and Evaluation
Chief Engineer, Ekholm Associates
- WILLIAM A. SMITH, JR., B.S.M.E., Carnegie Institute of Technology
Industrial Management Problems and Policies
Manufacturing Department, General Electric Company
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Collective Bargaining I
Labor Lawyer
- JOHN KINGSLEY THORNE, A.B., Princeton University
Real Estate Principles, Real Estate Appraisal
City Mortgage Department, John Hancock Mutual Life Insurance Company
- WILLIAM HAROLD WALLACE
Production Planning and Control
Assistant Production Manager, General Electric Company
- CHALMERS L. WEAVER, B.S., Kent State
Business Statistics
Assistant Actuary, New England Mutual Life Insurance Company

Northeastern University

General Statement

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which serves as an Ad Interim Committee between the regular meetings of the Board of Trustees and has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Development Committee which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from the outset, had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

With respect to program, Northeastern has limited itself:

- To offering, in its several schools, basic curricula from which non-essentials have been eliminated;
- To effective teaching;
- To advising and guiding students;
- To giving students the chance to build well-rounded personalities through a balanced program of extracurricular activities.

The Northeastern Plan of Education is especially designed for the student who must earn while he learns. In the main, it consists of two definite types of education:

- Co-operative Education by Day,
- Adult Education by Night.

The plan has been developed in such a way that experience in jobs with pay is utilized to help students of limited financial resources secure an education and at the same time gain the maximum educational benefit from their practical experience. So far as the New England States are concerned, Northeastern University is the only institution whose day colleges, other than the School of Law, are conducted under the Co-operative Plan.

The several schools and programs of the University are conducted either under the name "Northeastern University" or by its affiliated schools — the Lincoln Schools, and The Huntington Day School for Boys. The following is a brief outline of the principal types of educational opportunities offered.

In the field of Co-operative Education there are three day colleges — the College of Liberal Arts, the College of Engineering, and the College of Business Administration. The College of Liberal Arts offers majors in the usual fields of the arts and the sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. The College of Engineering, one of the largest engineering colleges in the United States, has curricula in Civil, Mechanical (with Industrial and Aeronautical options), Electrical, and Chemical Engineering. The College of Business Administration has curricula in Accounting, Marketing and Advertising, and Industrial Administration. The College of Engineering and the College of Business Administration confer the degree of Bachelor of Science with specification indicating the field of specialization. The Co-operative Plan, under which all of these day colleges operate, enables the student to alternate regular periods of classroom instruction with supervised employment in an industrial or commercial position, thus combining theory and practice in an exceedingly effective manner. Apart from the educational advantages of the Co-operative Plan is the opportunity for self-support while the student is pursuing his studies at Northeastern University. During the co-operative periods, students not only gain experience but are also paid for their services. Approximately three hundred business and industrial concerns co-operate with Northeastern University in making this program effective.

The School of Law conducts both a day and an evening undergraduate program which prepares for admission to the bar and for the practice of the law and leads to the degree of Bachelor of Laws.

The Adult Education Program has been developed in the evening work of the School of Law as indicated above, in the School of Business, and in the evening courses of the College of Liberal Arts. The School of Business has curricula in Management, Accounting, and Engineering and Business. This School awards the Bachelor of Business Administration degree with specification. The University also operates a division of the School of Business in Springfield. The College of Liberal Arts offers certain of its courses during evening hours constituting a program, three years in length, equivalent in hours to one-half the requirements for the A.B. or S.B. degree, and providing a general education and preparation for admission to the School of Law. The degree of Associate in Arts is conferred upon those who complete this program.

The Adult Education Program has also been developed through the Lincoln Schools, which are affiliated with and conducted by Northeastern University. The classes in these schools are held at convenient evening hours. The Lincoln Technical Institute offers curricula upon a college level in various phases of engineering leading to the degree of Associate in Engineering; whereas the Lincoln Preparatory School, accredited by the New England College Admissions Board, prepares students for admission to college and offers other standard high school programs.

The University also operates a Bureau of Business and Industrial Service which provides training at the college level through intensive, practical courses in highly specialized areas which are especially designed for business and industry. These courses are conducted either in the industrial plant or at the University.

The Huntington Day School for Boys, also affiliated with and conducted by Northeastern University, is the outgrowth of a demand in the city of

Boston for an urban preparatory school with high educational standards which would furnish thorough preparation for admission to the leading colleges and universities. While easily accessible to the various sections of Boston and to the suburbs, it has the facilities of a country day school and offers a country day school program. This School is one of the leading preparatory schools of the country.

Location of University Buildings

Northeastern University is located in Boston, a city which is rich in educational and cultural opportunities. The School of Business is in the University center on Huntington Avenue just beyond Massachusetts Avenue at the entrance to the Huntington Avenue Subway. The School is easily reached from the various railroad stations and from all points of the Boston Elevated System. Ample parking space is available in the rear of Richards Hall.

Richards Hall

Richards Hall, a four-story building at 360 Huntington Avenue, contains over one hundred thousand square feet of floor space devoted to administrative and instructional purposes. On the first floor are the general administrative offices of the University. The University Bookstore, the "Husky Hut" and the student checkroom are located on the ground floor. On the various floors are three large lecture halls and numerous classrooms and laboratories. The offices of the Evening Division are located on the first floor.

New Building

This building contains forty-two thousand square feet of floor space. Here are located the Chemical Engineering and Biological laboratories, a large commons room open to day and evening students, and eighteen classrooms and lecture halls.

East Building

This building contains the University library, classrooms, and certain laboratories.

South Building

The South Building of the University contains certain laboratories, a large lecture hall, and several classrooms.

Beacon Hill Building

The Beacon Hill Building, now occupied exclusively by the School of Law, is located at 47 Mt. Vernon Street, within sight of the State House, and contains administrative offices, a library, classrooms, student lounges, and other facilities.

Student Center Building

The Student Center Building which will be ready for occupancy September, 1947, will contain administrative offices and facilities for student activities. There will be reading and study rooms, lounges, additional classrooms and an auditorium seating 1,350 for student convocations.

School of Business

The Background of an Institution

FORTY YEARS ago, in March of 1907, the first undergraduate evening school of business in New England was organized. This was the beginning of Northeastern University School of Business, a pioneer endeavor to bridge an existing gap in business and professional education. Four years later, the School was authorized by the Massachusetts Legislature to grant university degrees to its graduates.

Administrative Policy

The School of Business was founded to serve those who have only evening hours free for study — a special field, limited to the education of the person who has permanently left day school and gone to work. The Northeastern University evening student is an adult, usually more mature than the student of a day school. He is in direct touch with business and is expected to take an active part in his own supervised training. The constant effort of the administrative and teaching staff is toward more effective means of suiting their educational service to the individual evening student.

Purpose

Now, just as at the start, the School seeks first to determine what business needs in its personnel, and then to supply properly trained men and women who can fulfill those needs.

The training of a student at Northeastern has always been conducted so that a graduate receives not only a B.B.A. degree, but an immediately applicable vocational training equipping him to fill a better position in some one business activity. For his future, he has the advantage of a thorough background of business methods and an appreciation of the problems of management, which, if properly used, may lead to advancement and executive responsibilities.

Staff of Instruction

The teaching staff of the School in Boston and Springfield is recruited from business and professional leaders of New England business. The instructors are college-trained men who have proved their ability in their various fields of specialization. They are selected on the basis of their ability to convey knowledge to others in an interesting, inspiring, and effective manner. They are also chosen for the breadth of their training and experience.

Success of the Alumni

The best indication of the cumulative rewards to be won by pursuing a systematic program of study in spare evening hours is to be found in the records of Northeastern School of Business Alumni.

A study made just prior to the war covering all Boston graduates conclusively shows that better positions and increased incomes are directly traceable to the evening hours spent in preparation at Northeastern.

A portion of this study is the comparison of positions held by the alumni when they entered the School as freshmen with the positions they held at the time of the study.

ALUMNI POSITIONS

	Upon Entrance	Date of Study
	%	%
Presidents and Other Corporation Officers	0.0	3.8
Owners of Business	1.0	13.1
Treasurers and Comptrollers	0.3	7.7
Accountants	7.0	16.9
Office Managers	1.6	7.4
Department Managers	2.9	11.5
Salesmen	3.8	3.8
Educators	8.6	7.0
Government Employees	2.6	7.7
Bookkeepers	18.8	1.3
Clerks	34.2	6.4
Factory Workers	5.8	2.2
Unemployed	2.9	1.9
Miscellaneous	10.5	9.3

This pronounced trend to better and more responsible positions is further substantiated by a study of the income of the same alumni group over the same period.

It was found that the alumni who had been out of the School of Business not more than ten years had increased their income an aggregate of 73.2%. For those who graduated more than ten years ago, this increase amounts to 223.6%. Another study of the income of students still in school shows that the average School of Business student begins his advancement in business and in income even while he is still at his training. On the average, the increase in income during the period of attendance more than covers tuition charges.

The Student Body

The character of a student body determines the standards which a school can maintain. Nothing is more essential to the success of an educational institution than a careful selection of incoming students. This principle applies just as readily to an evening school as to a day school. Standards are invariably adjusted to the average intelligence of the students. For this reason, Northeastern University School of Business maintains standards of admission which result in a student body capable of pursuing work of standard college grade during evening hours.

In 1946-1947 the student body consisted of 2017 men and women of widely varied ages and occupations. The youngest student was 17 years of age and the oldest 53 years. The average age was 26 years.

About one-sixth of the students are married men who have realized that if they are to increase their earning power they must fit themselves for advancement. That the training offered by the School has enabled the students to improve their earning capacities and enlarge their responsibilities is conclusively proved by a study which showed that students in the School substantially increased their incomes in the six-year period between entering the School and graduation.

Placement Service

For Graduates

While the School cannot guarantee positions to its graduates, the number of requests for men usually exceeds the number available in the graduating class of any given year. The policy of the School is to find the best equipped and qualified men and women among its graduates for the positions which the School is called upon to fill.

The School in recommending a graduate for a position furnishes the prospective employer with the facts as to the graduate's ability, character, attitudes, habits, and other qualifications for the position as revealed by the School records. In the last analysis, however, placement in a position depends quite largely upon the graduate's ability to sell his services to the prospective employer. Most employers prefer to consider two or more candidates for a position and generally request the School to suggest more than one person. Many manufacturing and commercial firms throughout New England call upon this School to assist them in filling important executive and managerial positions.

No charge is made for placement service.

For Students

Many requests from employers are received by the School, during normal times, for young men and women of potential ability to fill important clerical and junior executive positions. It is the policy of the School to serve the students whenever possible by placing them in those positions which promise attractive opportunities for development and advancement. The School, however, cannot guarantee to place its students, but it does endeavor to keep in close touch with those who desire placement service and to assist them in obtaining satisfactory advancements in positions and income. No charge is made for placement service. Those needing this assistance should file an application at the School Office.

School of Business

Programs of Instruction

THE SCHOOL OF BUSINESS provides the following major programs of instruction for undergraduate students:

Accounting

1. A specialized four-year program leading to the title of Associate in Accounting.
2. A six-year program leading to the degree of Bachelor of Business Administration in Accounting. (See page 20.)

Management

Four- and six-year programs with opportunity for specialization in one of the following fields:

Business and Industrial Management

Marketing

The four-year programs lead to the title of Associate in Business Administration and the six-year programs to the degree of Bachelor of Business Administration in Management. (See page 24.)

Law and Business

A six-year program combining the study of law and business, leading to the degree of Bachelor of Business Administration in Law and Business. (See page 26.)

Engineering and Business

A six-year program combining the study of engineering and business, leading to the degree of Bachelor of Business Administration in Engineering and Management. (See page 27.)

Institute of Retailing

A program of integrated courses in the field of retailing leading to a certificate of proficiency. (See page 28.)

Labor Relations Institute

An integrated program of courses in the study of labor-management relations leading to a certificate of proficiency. (See page 29.)

Special Programs

The School will arrange special one-year, two-year, or longer programs of study to meet the needs of individual students. These special programs will be arranged upon consultation with the Dean.

Single or Unit Courses

Northeastern University sponsors through the Bureau of Business and Industrial Service courses designed to meet specific needs of persons employed in business and industry. Many of them are designed to supplement basic courses of study in undergraduate programs. Students in degree programs desiring to take any of these courses for credit must receive prior approval of the Dean.

Accounting

The Accounting Profession

Taxation, legal requirements governing qualifications for listing in the stock market, corporation laws governing the preparation of financial reports, the needs of government, and many other developments in the conduct of business have broadened the scope of accounting to such a degree that in normal times the supply of trained accountants is not adequate to meet the demand. Moreover, a knowledge of accounting is universally regarded as essential in all phases of business management. There is a large field of public accounting which is being developed and, with the increased emphasis which financial institutions are placing upon accounting, the need for college-trained Certified Public Accountants is increasing every year.

Opportunities in the field of accounting are many. Financial returns compare favorably with those of other professions such as law, medicine, and engineering. The normal development for those employed by an accounting firm is fairly well standardized from the position of junior assistant through that of the senior accountant into firm membership. As a firm member, the usual earnings range from \$4,000 to \$25,000 a year, and frequently even higher.

While the remuneration in the field of public accounting for properly trained men is attractive, the field of commercial and private accounting offers even more attractive inducement. The latest census figures show that there are 191,571 persons engaged as accountants and auditors in the United States. From trained accountants are selected many of the business and industrial executives, including office managers, comptrollers, treasurers, and other officers of business concerns. Salaries of treasurers and comptrollers vary from \$4,000 to \$15,000; office managers from \$3,000 to \$6,000; chief accountants from \$2,500 to \$5,000. Many senior accountants have advanced into responsible executive positions paying \$10,000 and more.

The Accounting Programs

Students of accounting in the School of Business may follow programs of training in this specialized subject which prepare them to take the examination for Certified Public Accountant (C.P.A.) or to carry on work of major responsibility in commercial accounting with private or public business firms.

Thoroughness of instruction is all-important. The trained accountant must be able to adapt himself quickly to the rapidly changing conditions of modern business. He should be ready to assume executive responsibility outside the field of accounting. This involves, of course, a background of understanding of various functions of business quite apart from the specialized accounting field.

Students may register for either the Associate Degree Program, which may be completed in four years, or for the B.B.A. Degree Program, which requires six years. The shorter program is comprised specifically of accounting courses. The two additional years required in the B.B.A. Degree Program, however, provide an opportunity to study managerial and administrative subjects which give one a basic understanding of business at large and equip him to assume responsibility in an executive capacity.

Accounting

Leading to the Degree of B.B.A. in Accounting

PUBLIC ACCOUNTING OPTION (C.P.A.)

PROGRAM OF COURSES*

		FIRST YEAR			
Course No.		Semester Hours	Course No.		Semester Hours
E1	Business English.....	2½	E2	Business English.....	2½
A1-2	Introductory Accounting....	5	A3-4	Intermediate Accounting....	5
		7½			7½
SECOND YEAR					
A7	Accounting Problems.....	2½	A8	Accounting Problems.....	2½
L13	Business Law I.....	2½	L14	Business Law II.....	2½
Ec1	Business Economics.....	2½	Ec2	Business Economics.....	2½
		7½			7½
THIRD YEAR					
A17	Advanced Acctg. Problems..	2½	A18	Advanced Acctg. Problems..	2½
L15	Business Law III.....	2½	A25	Mathematics of Accounting....	2½
M5	Psychology.....	2½	M4	Scientific Management.....	2½
		7½			7½
FOURTH YEAR					
A9	Cost Accounting.....	2½	A10	Cost Accounting.....	2½
A11	Auditing.....	2½	A12	Audit Practice.....	2½
Ec3	Financial Organization.....	2½	Ec4	Financial Organization.....	2½
		7½			7½
FIFTH YEAR					
A24	Budget Procedure.....	2½	A28	Executive Accounting.....	2½
Ec5	Investment Principles.....	2½	A15	Constructive Accounting.....	2½
A23	Statistics.....	2½	A23	Public Accounting.....	2½
		7½			7½
SIXTH YEAR					
A19	C.P.A. Problems.....	5	A20	C.P.A. Problems.....	5
A13	Income Tax Procedure.....	2½	A14	Income Tax Procedure.....	2½
		7½			7½

The above is a suggested program of integrated courses for those wishing to train for public accounting by certifying through the C.P.A. examinations.

*The courses in heavy type are required in either of the degree programs. Upon approval of the dean, a limited substitution for supporting courses (those in regular type) may be arranged to meet the training needs of the individual student.

Requirements for the B.B.A. Degree in Accounting

Six-Year Program		Semester Hours
Required and Suggested Supporting Courses (listed above).....		90
E7-8, Business Readings or T3-4, Thesis.....		5
Occupational Experience.....		30
Total Requirements for the Degree.....		125

Requirements for the Degree of Associate in Accounting

Four-Year Program

This program requires a total of 60 semester hours of credit including all of the accounting courses listed as required in the above program. This provides a practical and intensive preparation for work in public accounting and basic preparation for those who are planning to take the C.P.A. examinations.

Accounting

Leading to the Degree of B.B.A. in Accounting

**COMMERCIAL OR INDUSTRIAL ACCOUNTING OPTION
PROGRAM OF COURSES***

		FIRST YEAR	
<i>Course No.</i>	<i>Semester Hours</i>	<i>Course No.</i>	<i>Semester Hours</i>
E1 Business English.....	2½	E2 Business English.....	2½
A1-2 Introductory Accounting....	5	A3-4 Intermediate Accounting....	5
	7½		7½
SECOND YEAR			
A7 Accounting Problems.....	2½	A8 Accounting Problems.....	2½
L13 Business Law I.....	2½	L14 Business Law II.....	2½
Ec1 Business Economics.....	2½	Ec2 Business Economics.....	2½
	7½		7½
THIRD YEAR			
A17 Advanced Acctg. Problems..	2½	A18 Advanced Acctg. Problems..	2½
L15 Business Law III.....	2½	A25 Mathematics of Accounting.	2½
M3 Principles of Production.....	2½	M4 Scientific Management.....	2½
	7½		7½
FOURTH YEAR			
A9 Cost Accounting.....	2½	A10 Cost Accounting.....	2½
A11 Auditing.....	2½	M11 Govt. Controls in Business...	2½
Ec3 Financial Organization.....	2½	Ec4 Financial Organization.....	2½
	7½		7½
FIFTH YEAR			
A24 Budget Procedure.....	2½	A28 Executive Accounting.....	2½
Ec7 Statistics.....	2½	A15 Constructive Accounting....	2½
M5 Psychology.....	2½	M22 Labor-Management Relations.	2½
	7½		7½
SIXTH YEAR			
A13 Income Tax Procedure.....	2½	A14 Income Tax Procedure.....	2½
M9 Management Prob. & Policies	2½	M10 Management Prob. & Policies	2½
E5 Public Speaking.....	2½	E6 Business Conferences.....	2½
	7½		7½

The above is a suggested program of integrated courses for those wishing to train for commercial or industrial accounting leading to such positions as chief accountant, office manager, treasurer, or comptroller.

*The courses in heavy type are required in either of the degree programs. Upon approval of the dean, a limited substitution for supporting courses (those in regular type) may be arranged to meet the training needs of the individual student.

Requirements for the B.B.A. Degree of Accounting**Six-Year Program**

	<i>Semester Hours</i>
Required and Suggested Supporting Courses (listed above).....	90
E7-8, Business Readings or T3-4, Thesis.....	5
Occupational Experience.....	30
Total Requirements for the Degree.....	125

Requirements for the Degree of Associate in Accounting**Four-Year Program**

This program requires a total of 60 semester hours of credit including all of the required courses listed above.

Accounting
Leading to the Degree of B.B.A. in Accounting
COST ACCOUNTING OPTION
PROGRAM OF COURSES*

		FIRST YEAR			
Course No.		Semester Hours	Course No.		Semester Hours
E1	Business English.....	2½	E2	Business English.....	2½
A1-2	Introductory Accounting....	5	A3-4	Intermediate Accounting....	5
		7½			7½
SECOND YEAR					
A7	Accounting Problems.....	2½	A8	Accounting Problems.....	2½
L13	Business Law I.....	2½	L14	Business Law II.....	2½
Ec1	Business Economics.....	2½	Ec2	Business Economics.....	2½
		7½			7½
THIRD YEAR					
A17	Advanced Acctg. Problems..	2½	A18	Advanced Acctg. Problems..	2½
L15	Business Law III.....	2½	A25	Mathematics of Accounting..	2½
M3	Principles of Production....	2½	M4	Scientific Management.....	2½
		7½			7½
FOURTH YEAR					
A9	Cost Accounting.....	2½	A10	Cost Accounting.....	2½
A11	Auditing.....	2½	M11	Govt. Controls in Business ...	2½
Ec3	Financial Organization.....	2½	Ec4	Financial Organization.....	2½
		7½			7½
FIFTH YEAR					
A24	Budget Procedure.....	2½	A28	Executive Accounting.....	2½
Ec7	Statistics.....	2½	M16	Prod. Planning & Control....	2½
A30	Advanced Cost Accounting..	2½	A31	Advanced Cost Accounting..	2½
		7½			7½
SIXTH YEAR					
A32	Standard Cost Accounting...	2½	A15	Constructive Accounting....	2½
A13	Income Tax Procedure.....	2½	A14	Income Tax Procedure.....	2½
M9	Management Prob. & Policies.	2½	M10	Management Prob. & Policies	2½
		7½			7½

The program suggested above is designed for those who are specifically interested in training for the field of cost accounting.

*The courses in heavy type are required in either of the degree programs. Upon approval of the dean, a limited substitution for supporting courses (those in regular type) may be arranged to meet the training needs of the individual student.

Requirements for the B.B.A. Degree in Management

Six-Year Program

	Semester Hours
Required and Suggested Supporting Courses (listed above).....	90
E7-8, Business Readings or T3-4, Thesis	5
Occupational Experience.....	30

Total Requirements for the Degree..... 125

Requirements for the Degree of Associate in Management

Four-Year Program

This program requires a total of 60 semester hours of credit including all of the accounting courses listed as required in the above program.

Business and Industrial Management Programs

The School of Business offers two optional curricula under the Management Program. The suggested Program of Courses shown on pages 24 and 25 is designed to provide integrated and balanced curricula for students training for executive positions in the Management aspects of business and industry.

In each of these optional curricula there is offered a six-year program leading to the degree of Bachelor of Business Administration in Management and also a special four-year program leading to the title of Associate in Business Administration.

1. Business and Industrial Management

This program of courses comprises an integrated series of courses covering the fundamental manufacturing processes, industrial organization, relation of product design to the market, production processes and methods of production planning and control, motion and time study and related topics. This program is designed to provide training for managerial responsibility in commercial and industrial enterprises requiring a technical knowledge of management problems combined with a business background.

2. Marketing

Due to the increasing complexity of our national and international economy, the distribution of our resources of both natural and manufactured commodities will occupy a position of increasing importance. The program is developed around the study of markets and marketing problems including the methods of selling and sales management, merchandising principles and practices, advertising, with sufficient background courses in business and industrial management to tie in with the production phases of the problems. It also includes the legal aspects, the growing government control of business, and allied topics. This program provides basic instruction for those looking forward to managerial responsibility in one of the several phases of this important field.

A recent extensive study of occupational opportunities shows that most college men who enter work in distribution, industry, transportation, and banking become involved sooner or later in some function of operating management where they become responsible for the direction of human effort within their organization.

Business and Industrial Management
Leading to the Degree of B.B.A. in Management
BUSINESS AND INDUSTRIAL MANAGEMENT OPTION
PROGRAM OF COURSES*

FIRST YEAR			
First Semester		Second Semester	
Course No.	Semester Hours	Course No.	Semester Hours
E1 Business English.....	2½	E2 Business English.....	2½
A5 Accounting for Management.....	2½	A6 Accounting for Management.....	2½
M13 Motion Study.....	2½	M14 Time Study.....	2½
	7½		7½
SECOND YEAR			
Ec1 Business Economics.....	2½	Ec2 Business Economics.....	2½
A21 Cost Acctg. for Management.....	2½	A22 Cost Acctg. for Management.....	2½
L13 Law I—Contracts—Agency..	2½	L14 Law II—Sales—Negot. Inst.	2½
	7½		7½
THIRD YEAR			
M3 Principles of Production....	2½	M16 Prod. Planning & Control..	2½
M5 Psychology.....	2½	M28 Job Analysis & Evaluation..	2½
L15 Law III (Partnerships—Corp.)	2½	M11 Govt. Controls in Business...	2½
	7½		7½
FOURTH YEAR			
D1 Marketing.....	2½	D2 Marketing.....	2½
Ec3 Financial Organization.....	2½	Ec4 Financial Organization.....	2½
Ec7 Statistics.....	2½	M6 Purchasing.....	2½
	7½		7½
FIFTH YEAR			
M23 Personnel Administration...	2½	M24 Personnel Administration...	2½
M25 Insurance.....	2½	M26 Insurance.....	2½
M17 Bus. Planning & Research..	2½	M18 Bus. Planning & Research..	2½
	7½		7½
SIXTH YEAR			
M9 Management Prob. & Policies	2½	M10 Management Prob. & Policies	2½
M22 Labor-Management Relations	2½	M29 Collective Bargaining.....	2½
E5 Public Speaking.....	2½	E6 Business Conferences.....	2½
	7½		7½

*The courses in heavy type are Required Courses for all Degree Students.

Upon approval of the dean, limited substitutions for supporting courses (those in regular type) may be arranged to serve the training needs of individual students.

Requirements for the B.B.A. Degree in Management

Six-Year Program

	Semester Hours
Required and Suggested Supporting Courses (listed above).....	90
E7-8, Business Readings or T3-4, Thesis.....	5
Occupational Experience.....	30

Total Requirements for the Degree..... 125

Requirements for the Degree of Associate in Management

Four-Year Program

This program requires a total of 60 semester hours. It comprises all of the required courses listed above.

Business and Industrial Management

Leading to the Degree of B.B.A. in Management

MARKETING OPTION***PROGRAM OF COURSES**

FIRST YEAR			
First Semester		Second Semester	
Course No.	Semester Hours	Course No.	Semester Hours
E1 Business English	2½	E2 Business English	2½
A5 Accounting for Management	2½	A6 Accounting for Management	2½
L5 Contracts	2½	L6 Contracts	2½
	7½		7½
SECOND YEAR			
D1 Marketing	2½	D2 Marketing	2½
Ec1 Business Economics	2½	Ec2 Business Economics	2½
L9 Law of Sales	2½	D3 Principles of Selling	2½
	7½		7½
THIRD YEAR			
L7 Corp's, Partnership, Agency	2½	L8 Corp's, Partnership, Agency	2½
D5 Advertising Principles	2½	D9 Advertising Problems	2½
Ec3 Financial Organization	2½	Ec4 Financial Organization	2½
	7½		7½
FOURTH YEAR			
D8 Retail Store Merchandising	2½	D7 Retail Store Management ...	2½
Ec7 Business Statistics	2½	M6 Purchasing	2½
L11 Negotiable Instruments	2½	L12 Security Trans.—Insolvency	2½
	7½		7½
FIFTH YEAR			
D10 Sales Promotion	2½	D4 Sales Management	2½
M7 Credits	2½	D6 Retail Store Advertising	2½
M17 Bus. Planning and Research ...	2½	M18 Bus. Planning and Research ...	2½
	7½		7½
SIXTH YEAR			
M9 Management Prob. & Policies	2½	M10 Management Prob. & Policies	2½
D11 Market Research	2½	M22 Labor-Management Relations	2½
E5 Public Speaking	2½	E6 Business Conferences	2½
	7½		7½

*The courses in heavy type are Required Courses for all Degree Students.

Upon approval of the dean, limited substitutions for supporting courses (those in regular type) may be arranged to serve the training needs of individual students.

Requirements for the B.B.A. Degree in Management**Six-Year Program**

	Semester Hours
Required and Suggested Supporting Courses (listed above).....	90
E7-8, Business Readings or T3-4, Thesis.....	5
Occupational Experience.....	30
Total Requirements for the Degree.....	125

Requirements for the Degree of Associate in Management**Four-Year Program**

This program requires a total of 60 semester hours selected from the required courses listed above subject to approval of the dean.

Law and Business

Leading to the Degree of B.B.A. in Law and Business

PROGRAM OF COURSES*

FIRST YEAR			
Course No.		Course No.	Semester Hours
E1	Business English.....	E2	Business English.....
A5	Acctg. for Management.....	A6	Acctg. for Management.....
L5	Contracts.....	L6	Contracts.....
	7½		7½
SECOND YEAR			
L9	Law of Sales.....	L10	Real Estate.....
Ec1	Business Economics.....	Ec2	Business Economics.....
D1	Marketing.....	D2	Marketing.....
	7½		7½
THIRD YEAR			
L7	Corp'ns, Partnership, Agency	L8	Corp'ns, Partnership, Agency
M7	Credits.....	D4	Sales Management.....
Ec3	Financial Organization.....	Ec4	Financial Organization.....
	7½		7½
FOURTH YEAR			
L11	Negotiable Instruments.....	L12	Security Trans.—Insolvency
Ec7	Statistics.....	M6	Purchasing.....
M5	Psychology.....	M11	Govt. Controls in Business..
	7½		7½
FIFTH YEAR			
M25	Insurance.....	M26	Insurance.....
M17	Business Planning & Research	M18	Business Planning & Research
M22	Labor-Management Relations	M29	Collective Bargaining I....
	7½		7½
SIXTH YEAR			
M9	Management Prob. & Policies	M10	Management Prob. & Policies
M4	Scientific Management.....	M30	Collective Bargaining II....
E5	Public Speaking.....	E6	Business Conferences.....
	7½		7½

*The courses in heavy type are Required Courses for all Degree Students.

Upon approval of the dean, limited substitutions for supporting courses (those in regular type) may be arranged to serve the training needs of individual students.

Requirements for the B.B.A. Degree in Law and Business

Six-Year Program

	Semester Hours
Required and Suggested Supporting Courses (listed above).....	90
E7-8, Business Readings or T3-4, Thesis.....	5
Occupational Experience.....	30
Total Requirements for the Degree.....	125

Requirements for the Degree of Associate in Law and Business

Four-Year Program

This program requires a total of 60 semester hours. It comprises all of the required courses listed above.

Engineering and Management Program

Leading to the Degree of B.B.A. in Engineering and Management

The Engineering and Management curriculum offers basic training by combining fundamental courses in engineering and business. It provides reliable training for those now engaged in or who plan to enter positions of managerial responsibility in commercial or industrial enterprises where a technical background is required.

Many technically trained men find the need for the knowledge of fundamental management principles as they assume opportunities of greater managerial responsibilities. On the other hand, many business trained men are employed in industrial plants where a technical background is most desirable, if not necessary, for advancement. This program has been developed to serve both groups.

The engineering requirements may be satisfied by graduation from an Engineering college or through completion of the Engineering programs offered evenings in the Lincoln Technical Institute, an affiliated school of Northeastern University. The curricula offered in the Lincoln Technical Institute permit the specialization in Chemistry, Civil and Structural Engineering, Electrical, Electronic, Industrial and Mechanical Engineering.

The basic requirement of thirty semester hours of courses in Management must be completed with the School of Business which awards the degree of Bachelor of Business Administration in Engineering and Management. The courses are largely related to the field of Industrial Management and are designed to supplement the Engineering program completed by the student. A careful study is made of the fundamental manufacturing processes, factory organizations, production design, methods of production and production control, and motion and time study.

Requirements for the Degree of Bachelor of Business Administration in Engineering and Management

<i>Course Numbers</i>	<i>Courses</i>	<i>Semester Hours</i>
	Engineering Courses (minimum requirements)	60
	*Management Courses	
A 5-6	Accounting for Management	5
A 21-22	Cost Accounting for Management	5
M 13	Motion Study	2½
M 14	Time Study	2½
M 28	Job Analysis and Evaluation	2½
M 3	Principles of Production	2½
M 16	Production Planning and Control	2½
E 1-2	Business English	5
Ec 1-2	Business Economics	5
Ec 7	Statistics	2½
M 6	Purchasing	2½
M 22	Labor-Management Relations	2½
M 9-10	Management Problems and Policies	5
	Total required	30
E 7-8	Business Readings	5
	Occupational Experience	30
Total Semester Hours Required for Degree		125

*The courses indicated in heavy type are required for all students who have not previously taken these courses. The remainder of their programs may be selected from the other courses listed.

Institute of Retailing

The courses included in the Institute of Retailing are designed to provide an integrated program of study for men and women who desire to train for positions of managerial responsibility in the field of retailing. Students may register for single courses or for the complete programs leading to

- I. The Certificate
- II. The Degree of Associate in Management
- III. The Degree of Bachelor of Business Administration in Management

I. The Certificate Program

The Certificate requires the completion of the thirty (30) semester hours of credit in the Required Courses listed as follows:

Required Courses		
Course Numbers	Courses	Semester Hours of Credit
Ec 1-2	Business Economics	5
D 1-2	Marketing Principles	5
D 3	Principles of Selling	2½
D 8	Retail Store Merchandising	2½
D 5	Advertising Principles	2½
D 6	Retail Store Advertising	2½
D 12	Retail Buying	2½
D 13	Retail Credit	2½
D 7	Retail Store Management	2½
D 14	Display Techniques	2½
		30

II. The Degree of Associate in Management

The Associate Degree may be earned by completing a total of sixty (60) semester hours. In addition to the above thirty semester hours of required courses, the student must complete the twenty-five (25) semester hours of courses listed below in heavy type under "Supporting Courses," plus five (5) semester hours of electives.

Supporting Courses		
Course Numbers	Courses	Semester Hours of Credit
E 1-2	Business English	5
L 13	Law I — Contracts, Agency	2½
L 14	Law II — Sales — Negotiable Instruments	2½
L 15	Law III — Business Associations	2½
A 5-6	Accounting for Management	5
Ec 3-4	Financial Organization	5
M 31	Supervisory Training	2½
M 5	Psychology	2½
Ec 7	Statistics I	2½
D 10	Sales Promotion	2½
D 11	Market Research	5
M 4	Scientific Management	2½
E 5	Public Speaking	2½
E 6	Business Conferences	2½
M 17-18	Business Planning and Research	5

III. B.B.A. Degree in Management

Students wishing to apply credits in either of the above programs toward the B.B.A. degree should consult with the dean who will arrange a program of courses to meet the degree requirements allowing specialization in the field of retailing.

SPECIAL COURSES

Each year special courses will be offered in specific aspects of retailing. Many of these courses will be accepted for degree credit as elective courses.

Labor Relations Institute

The management of labor relations presents the most vital and challenging aspect of our industrial development of the immediate future. Continuance of our American way of industrial democracy demands a harmonious understanding of the underlying principles of labor and industrial management for the peaceful adjustment of their common problems.

The Labor Relations Institute of Northeastern University was organized to serve this need. It is dedicated to the service of both labor and management. It directly concerns the work of industrial and labor executives, plant managers, personnel directors, union shop councillors and stewards. Teachers in the fields of management and the social sciences will also find that the program provides a valuable academic background for their instruction.

Required Courses

LABOR-MANAGEMENT RELATIONS—The history and development of Collective Bargaining.	COLLECTIVE BARGAINING II—The Labor Contract.
COLLECTIVE BARGAINING I—Government and Labor-Management Relations.	LABOR RELATIONS SEMINAR—Case studies in Collective Bargaining.

Elective Courses

ACCOUNTING AIDS TO MANAGEMENT	MOTION STUDY
CONFERENCE LEADERSHIP	ADVANCED MOTION STUDY
GRIEVANCE ANALYSIS AND PROCEDURE	PERSONNEL ADMINISTRATION
INDUSTRIAL PSYCHOLOGY	PSYCHOMETRIC TESTING IN INDUSTRY
INDUSTRIAL SAFETY	PUBLIC SPEAKING
JOB EVALUATION, MERIT RATING	TIME STUDY
JOB RELATIONS AND SUPERVISORY TRAINING	ADVANCED TIME STUDY
WAGE ADMINISTRATION	

Students may register for the complete program or may take any one or more of the courses which serve their particular needs. A student may complete the entire program by attending two evenings per week for two years. Each individual course is one semester or sixteen weeks in length and carries two and one-half semester hours of credit for students qualified for the degree programs of Northeastern University Evening School of Business.

A diploma will be awarded to the student upon satisfactory completion of the program and a certificate upon completion of each individual course.

The tuition charge is twenty-five dollars for registration in the first course and twenty-two dollars and fifty cents for each subsequent course in a continuous series or for students enrolled in a degree program of the Evening School of Business.

School of Business

Description of Courses

THE UNIVERSITY reserves the right to withdraw, modify, or add to the courses offered, or to change the order of courses in curricula as may seem advisable.

The University further reserves the right to withdraw in any year any elective or special course for which less than twelve enrollments have been received. Regular students so affected by such withdrawal will be permitted to choose some other course. In the case of special students a full refund of all tuition and other fees will be made.

The University also reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

All full-year courses are numbered with a double consecutive number and all half-year courses with a single number. The letter or letters immediately preceding the numbers indicate the classification of the course. The number of class sessions indicated for each course includes the final examination session. All full-year courses will have mid-year examinations and course credit will be granted on a semester basis.

ACCOUNTING (A)

Applicants for admission to the School who have had experience in accounting or bookkeeping or who have pursued systematic courses in institutions of less than college grade may take an examination for placement purposes in Introductory Accounting. Those who pass this examination will be admitted to Intermediate Accounting and may substitute an elective course in lieu of Introductory Accounting.

A 1-2 INTRODUCTORY ACCOUNTING

This course provides basic instruction for those who plan to specialize in accounting or for those who wish to enroll later for more advanced courses. Emphasis is placed upon proprietorship accounts, including books of entry, statements, business practices, adjustments, and an introduction to partnership accounts. Drill and practice work are required for proficient handling of simple accounting transactions.

No previous knowledge of bookkeeping or accounting necessary

5 semester hours credit

A 3-4 INTERMEDIATE ACCOUNTING

A study of partnership accounting, including organization, dissolution, and liquidation of the partnership, emphasis being given to the corporate form of accounts with attention to manufacturing and trading activities. In addition to the drill and practice work on accounting technique, a mastery of basic principles of general accounting is required.

(Prerequisite, A 1-2)

5 semester hours credit

A 5-6 ACCOUNTING FOR MANAGEMENT

A study of the broad background of accounting and business transactions so as to enable the student to analyze and interpret intelligently financial statements and other accounting reports. The course demonstrates the use of accounting in management and financial control. Emphasis is placed on the development of accounting fundamentals, preparation of financial statements, corporation and manufacturing accounts, evaluation of balance sheet items, analysis and interpretation of financial statements and other trends, and the use of accounting as an aid to management.

No previous knowledge of bookkeeping or accounting necessary

5 semester hours credit

A 7-8 ACCOUNTING PROBLEMS

This course is designed to develop the student's reasoning power and his ability to apply the proper accounting principles in solving a specific problem. Emphasis is placed on principles and their application, rather than on individual situations. Subjects covered are the preparation of financial statements; accounting for and valuation of cash items, receivables, inventories, liabilities, and net worth accounts. Capital stock, treasury stock, and surplus are discussed in detail.

(Prerequisite, A 3-4)

5 semester hours credit

A 9-10 COST ACCOUNTING

Acquaints the student with the relationship of cost accounting to management and administration control and shows how adequate cost systems may further the intelligent management of business enterprises. Numerous problems serve as the basis for a study of the various accounts, records, systems, and methods commonly used in modern cost accounting.

(Prerequisite, A 7-8)

5 semester hours credit

A 11 AUDITING

This course covers both theory and practice of auditing, discussion being supplemented with problems and questions on balance sheet audits. Procedure in verifying cash, receivables, inventories, investments, tangible and intangible fixed assets, deferred charges, liabilities, and net worth accounts is covered. An audit report is prepared.

(Prerequisite, A 7-8)

2½ semester hours credit

A 12 AUDIT PRACTICE

For students who intend to enter the public accounting or internal auditing fields. A practice audit by independent accountants is conducted, and procedures compared with those of internal auditors. Preparation of adequate working papers is emphasized.

(Prerequisite, A-11)

2½ semester hours credit

A 13-14 INCOME TAX PROCEDURE

A detailed study is made of Federal and State tax laws, their administration and application to the incomes of individuals, partnerships, corporations, and fiduciaries; treasury and tax department regulations and rulings; and of the decisions of the Board of Tax Appeals, and of various Federal and State courts. Practice in making out reports and returns, and a study of the procedure of handling claims form the basis of applied instruction.

(Prerequisite, A 3-4)

5 semester hours credit

A 15 CONSTRUCTIVE ACCOUNTING

To acquaint students with the principles underlying the construction of accounting systems and the procedure of system installation. The course is developed by means of problem projects beginning with an analysis of the accounting needs of a small business. By gradual steps increasingly larger businesses are studied and accounting systems developed to meet their needs. Special attention is given accounting records in relation to the expansion of the accounting system.

(Prerequisite, A 7-8)

2½ semester hours credit

A 17-18 ADVANCED ACCOUNTING PROBLEMS

This course is designed primarily to meet the requirements of students intending to enter the accounting profession. Application of accounting principles to special situations such as insolvent companies, estates and trust, stock brokerage houses, public utilities, and municipalities. Considerable time is spent on preparation of consolidated statements.

(Prerequisite, A 7-8)

2½ semester hours credit

A 19-20 C.P.A. PROBLEMS

A complete review of the theories encountered in A 7, 8, 9, 10, 17, 18. This course is designed primarily for students intending to take the state C.P.A. examinations. Considerable practice is required, using largely problems from previous C.P.A. examinations. Emphasis is placed on the technique of adequate problem solutions.

(Prerequisites, A 9-10; A 11; A 17-18; L 13, 14, 15)

5 semester hours credit

A 21-22 COST ACCOUNTING FOR MANAGEMENT

Increasing emphasis on the cost factors of production and distribution necessitates a fundamental knowledge of cost procedures on the part of every student training for management responsibilities. This course is designed to provide a practical and thorough coverage of basic cost procedures related to materials, labor and manufacturing expense control, and their integration with general manufacturing accounts. Job order, process and standard cost systems are studied.

(Prerequisite, A 5-6)

5 semester hours credit

A 23 PUBLIC ACCOUNTING

The work of the professional independent public accountant. Organization of the accountant's office; division of work between principal, senior and junior; organization of working papers. Problems of a small practice discussed as well as those of the large organization. Responsibility of auditor to client, to third parties, to regulatory bodies covered. Ethics of the profession. Recent auditing literature.

(Prerequisite, A 11-12)

2½ semester hours credit

A 24 BUDGET PROCEDURE

Procedure in carrying out budget policies. Various budgets are discussed and illustrated; sales; production; purchases; manufacturing expenses; administrative expenses; financial; comparison of budget with financial statements at end of budget period; revision of budget.

(Prerequisite, A 7-8)

2½ semester hours credit

A 25 MATHEMATICS FOR THE ACCOUNTANT

Mathematical computations required in business practice and in C.P.A. examinations are covered. Considerable practice material is assigned to develop facility and accuracy in mathematics.

Arithmetical computations: Percentages, averages, interest, discounts, partial payments, instalment sales, valuation of good will, logarithms.

Algebraic computations: Tax and bonus problems, determination of net worth of inter-owned companies.

Actuarial science: Compound interest, compound amounts and present values; ordinary annuities and annuities due; sinking fund computations; debt amortizations; effective interest on bonds.

Depreciation: Sinking fund, annuity, fixed percentage of diminishing value, and composite rate methods.

2½ semester hours credit

A 26 PAYROLL ACCOUNTING

This course covers the recent developments in social security laws and procedures; federal old age benefit contributions and federal and state unemployment compensation taxes. Practice material illustrates handling of various payroll deductions and analyses of payrolls for workmen's compensation insurance and other purposes. Manual and machine procedures are discussed.

2½ semester hours credit

A 27 ENGLISH FOR THE ACCOUNTANT

This course is designed to promote facility of expression in accounting work. Considerable practice is required in writing answers to questions on accounting theory and in preparation of reports. Emphasis is placed on use of good grammar, complete and concise expression, and in writing so that statements cannot be misunderstood.

2½ semester hours credit

A 28 WORK OF THE EXECUTIVE ACCOUNTANT

An advanced course in the work of the comptroller and work of the treasurer. Organization of the comptroller's office; objectives to be served by the accounting system; preparation of routine and special reports; interpretation of reports; accounting aspects of duties of the treasurer.

(Prerequisite, A 17-18)

2½ semester hours credit

MARKETING (D)

Marketing enters into and influences every field of business and includes not only the direct process of the sale of goods, but the whole organization by which goods find their way from the original producer to the ultimate consumer. The change in the economic structure during the past ten years, growing out of higher standards of living, the development of new occupational interests, and the shift of population to large cities, has tended to increase the cost of marketing of goods. Just as the elimination of waste in production was the keynote of business fifteen years ago, the reduction of expense and the introduction of more efficient methods in distribution are the foremost thought of business leaders today. For this reason courses in marketing form one of the basic elements in a business education.

D 1-2 MARKETING

An understanding of the various methods in common use for selling goods and of the typical problems that arise in the course of distributing goods from the manufacturer through the middlemen and dealers to the consumers is provided. The selling problems of the manufacturer, the wholesaler, the retailer, and the specialty agent are studied in relation to the various types of industries and commodities.

5 semester hours credit

D 3 PRINCIPLES OF SELLING

This course deals with the evolution of modern salesmanship, its history, development, and opportunities. The psychology of selling, preparation for the interview, the proper approach, arousing the buying urge, the meeting of sales resistance, the closing of the sale, and the qualities of good salesmen are among the topics discussed.

2½ semester hours credit

D 4 SALES MANAGEMENT

This is a continuation of the course in the Principles of Selling. It includes study of the types of sales organizations, the work of sales executives, sales planning and policies, sales campaigns, management of the sales force, financing of sales, and the control of sales operations.

2½ semester hours credit

D 5 PRINCIPLES OF ADVERTISING

A comprehensive course designed to familiarize the student with the nature and scope of advertising and its place in the commercial and economic structure. History, definition, and functions of advertising. Organization and functions of advertising departments and advertising agencies. Varieties of advertising and media. Problems, market investigation, planning campaigns. Laws, ethics, and regulations. A study of the broader aspects of advertising with special emphasis on current trends and developments

2½ semester hours credit

D 6 RETAIL STORE ADVERTISING

This course is devoted to the study of the elements of retail advertising. The various media used by retailers are considered with drill in the preparation of copy therefor. A study is made of institutional, straight merchandise, and sales copy as exemplified in current advertising of important retail concerns. The principles of layout receive attention as well as the mechanics of production including art work, plates, typography, and printing. The aim is to furnish a practical foundation fitting students for a creative career in retail advertising.

(Prerequisite, D 5)

2½ semester hours credit

D 7 RETAIL STORE MANAGEMENT

Development of modern retail organizations, including smaller and larger retail stores, store location and layout, wage payment methods, selling services, receiving and marking procedures, mail and telephone orders, adjustments, delivery of merchandise, retail accounting and control, and store protection and maintenance.

2½ semester hours credit

D 8 RETAIL STORE MERCHANDISING

This course presents the fundamental principles of retail store merchandising, including purchase planning, receiving and marking merchandise, pricing, markups and markdowns, merchandise inventories, turnover, merchandising policies, expenses and expense distribution.

2½ semester hours credit

D 10 SALES PROMOTION

The function of sales promotion; the development of plans and materials for stimulating sales; the consideration of publicity media; the preparation of direct advertising pieces for use among the sales force of the manufacturer or wholesale distributor; functions and uses of

direct advertising, direct-mail advertising and radio advertising; the planning of sales campaigns; coordinating advertising and sales efforts; the preparation of sales manuals, display techniques, portfolios, etc., for use of the sales force.

(Prerequisites, D 1-2, D 3, D 5)

2½ semester hours credit

D 11 MARKET RESEARCH

This course deals with the techniques of research investigations in the collection and utilization of data relating to the problems of marketing. It includes the planning of mail and field investigations, preparation of material, testing results, interpretation of findings, preparation of reports leading to the development of new products, sales methods or sales areas.

(Prerequisites, D 1-2, D 5, Ec 7)

2½ semester hours credit

D 12 RETAIL BUYING

The buyer in relation to the merchandise organization, determining customer demands; sources of information; sources of supply, major markets; market representation and resident buying; cooperative and central buying; foreign buying; techniques of buying; legal aspects; brands and labeling; trade practices and regulations.

2½ semester hours credit

D 13 RETAIL CREDIT

Organization of the Credit Department; originating the charge account; passing on the applicant; the Retail Credit Bureau; mercantile agencies; credit procedures; collection procedure; installment credit; contracts; negotiable instruments; legal aspects of credit; bankruptcy.

2½ semester hours credit

ECONOMICS (Ec)

Economics is the basic foundation upon which the general principles of business as a science are founded. A mastery of the underlying economic laws enables the student to see clearly the forces which business men must use in arriving at solutions to their problems. An appreciation and understanding of economics is a necessary factor in the equipment of a progressive business man.

Ec 1-2 BUSINESS ECONOMICS

The characteristics of modern business and industry are studied in terms of their operations and relationship to the modern economic system. Economic laws and principles are considered in terms of business conditions peculiar to our own time and country and how these laws govern prices, wages of labor, profits, credit, competition, work and working conditions, and rewards for business enterprise.

5 semester hours credit

Ec 3-4 FINANCIAL ORGANIZATION

The functions and services of money and credit as mediums of exchange are discussed. A detailed study is made of the organization and functions of modern financial institutions such as commercial banks, trust companies, investment security houses, savings institutions, stock exchanges, the Federal Reserve System, and other credit and financial institutions.

(Prerequisite, Ec 1-2)

5 semester hours credit

Ec 5 INVESTMENT PRINCIPLES

Consideration is given to the determination of investment policies based upon knowledge of mathematics and mechanics of investments, financial institutions, the various kinds of securities such as bonds, preferred and common stocks, government obligations, investments in real estate and foreign investments.

(Prerequisite, Ec 3-4)

2½ semester hours credit

Ec 6 SECURITY ANALYSIS

Classification of securities; fundamental elements in security analysis, quantitative and qualitative factors; sources of information; fixed value investments; securities with speculative features; common stock investments; the earning factor in common stock evaluation; balance sheet analysis; discrepancies between price and value.

(Prerequisite, Ec 5)

2½ semester hours credit

Ec 7 STATISTICS

The objective of this course is to train the student to use statistics in analyzing business problems. The point of view of the business man and not the professional statistician is maintained throughout the study. It includes the collection, tabulation, refinement, and presentation of statistical data; its interpretation through statistical distributions, measurement of central tendency and dispersion, index numbers and correlation.

(Prerequisite, Ec 1-2)

2½ semester hours credit

Ec 9 ECONOMIC DEVELOPMENT OF THE UNITED STATES

A broad general survey is made of the economic and industrial development of the United States from the colonial period to the present time. Emphasis is placed upon the origin and development of American industries, changes in industrial and commercial policies, economic forces at work in business and social institutions, and upon problems arising from the growth and development of business and industry in the United States.

2½ semester hours credit

Ec 11-12 INTERNATIONAL ECONOMIC RELATIONS

A seminar course for advanced students in the field of economics. Current developments in international relations as they affect business in the United States are considered from an objective point of view. The student is taken behind the scenes of international relations to analyze the basic problems of economics, finance, and diplomacy involved. The effect of foreign policies upon business in the United States is studied.

5 semester hours credit

ENGLISH (E)

The value that comes from the effective use of good English in business reports and communications is being increasingly emphasized by business leaders. All students who are candidates for the degree or certificate are required to pursue systematic courses in English. Those having outstanding deficiencies may be required to take additional courses in English.

E 1-2 BUSINESS ENGLISH

Efficient training is provided in the use of correct and forceful English for business purposes. Practice in the construction of sales, collection, credit and application letters, business articles, reports and newspaper stories provides opportunities for written expression on business topics. Study is devoted to the elements of logic as related to the organization and expression of thought. The course includes study of the fundamentals of sales promotion practice with special emphasis on buying motives. Oral work in class is intended to prepare students for participation in business conferences and public meetings.

5 semester hours credit

E 3-4 ADVANCED ENGLISH

Literature of value and interest to business men forms the basis of study and practice in writing so as to develop an effective, easy style of expression. The student acquires a cultural basis which will serve not only as a source of entertainment in leisure hours but also an aid for business communications.

(Prerequisite, E 1-2)

5 semester hours credit

E 5 PUBLIC SPEAKING

Those who wish to speak convincingly, to overcome self-consciousness, and to develop self-confidence will find this course meeting their needs. Students are trained in the selection and organization of speech materials, the delivery of the speech, and in other important essentials of effective speaking. The entire course is practical and not theoretical. Work is centered around the interests and topics of business men and is specifically adapted to their needs.

2½ semester hours credit

E 6 BUSINESS CONFERENCES

The management of modern business is conducted to a large extent through the use of conferences. The objective of this course is to present techniques basic to group leadership. It provides instruction in the planning, participation and leading of conferences. Classes are limited in size to allow regular and frequent participation by students. The conference topics are carefully designed so that the discussions are means of disseminating very worthwhile information regarding business management problems.

2½ semester hours credit

E 7-8 BUSINESS READINGS

The two courses in Business Readings are designed to broaden the student's acquaintance with selected writings in the field of business and to introduce him to the real pleasure and values that come from such reading. There are no required lectures for these courses, each of which carries two and one-half semester hours credit and for which a charge of ten dollars is made.

At the beginning of the Upper Middler and the Junior years, each degree candidate registers for a Readings course and is furnished a list of titles from which he makes selections for readings in accordance with the course requirements. Written reports are submitted on these readings, and are due on or before registering for classes the following year.

5 semester hours credit

LAW (L)

Underlying the ever-increasing complexity of modern business is a growing body of law which defines and directs business operations.

L 5-6 CONTRACTS

Contracts: their importance to the business man in the everyday conduct of his affairs; why contracts are necessary, how they are made and enforced; the subject matter of contracts, the rights and liabilities of the parties; the termination of contractual relationships.

5 semester hours credit

L 7-8 CORPORATIONS, PARTNERSHIPS, AGENCIES

Problems of organizing various businesses, the forms of business enterprises; the powers and liabilities of business organizations and their officers; inter-corporate problems; rights of creditors and stockholders; re-organization and termination of a business organization's affairs. Agency: the function of agents in present-day business; the legal relationships among agent, employee, and third parties; the duration of agency relationship and methods of termination.

5 semester hours credit

L 9 LAW OF SALES

Transfer of property interest in goods; nature of sales contracts; Statute of Frauds; seller's warranties; rights and remedies of sellers and buyers; unfair and illegal market practices such as infringements of trademarks, disparagement of competitors, etc.

(Prerequisite, L 5-6)

2½ semester hours credit

L 10 REAL ESTATE

Development of real estate law; land and its elements; fixtures; easements; land descriptions; land titles and interest in land; deeds; acknowledgments; recording; brokers; contracts for sale of land; escrows; consummation of sale; evidence of title; mortgages; foreclosure and redemption; liens; co-ownership; wills; administration of estates; restrictions; assessments; taxes; landlord and tenant; water rights; Federal Housing Act.

2½ semester hours credit

L 11 NEGOTIABLE INSTRUMENTS

Legal devices for raising money and extending credit, such as promissory notes, bills of exchange, checks, trade acceptances, bills of lading, warehouse receipts; formal requisites of negotiable paper; negotiation; discharge rights and defenses.

2½ semester hours credit

L 12 SECURITY TRANSACTIONS — INSOLVENCY

Study of mortgages; pledges; conditional leases and trust mortgages; assignments for benefit of creditors; corporate organizations; bankruptcy.

2½ semester hours credit

L 13 BUSINESS LAW I

Contracts: nature, kinds and formation of contracts; essential elements; form and interpretation of contracts; breach, remedies and damages. Agency: nature, purpose and formation of agency relationship; rights and duties of principal and agent, scope of agent's authority; rights and duties of principal and third persons; termination of agency. Employer and employee: compensation laws; duties of master; contributory negligence doctrine; injuries to third persons.

2½ semester hours credit

L 14 BUSINESS LAW II

Negotiable instruments: bills, notes and checks; requirements of a negotiable instrument; negotiation; liabilities and defense of parties; procedure upon dishonor; discharge. Bailments: nature and kinds; rights and duties of parties; carriers; documents of title. Sales: nature of sales contracts; warranties; transfer of title; rights and remedies of seller and buyer. Insurance: formation and function of insurance contract; kinds of policies; legal phases of life, property and other insurance. Suretyship: rights of the surety and the guarantor; rights and duties of the creditor; defenses of the surety and guarantor.

2½ semester hours credit

L 15 BUSINESS LAW III

Partnerships: nature, kinds and formation; rights and duties of partners; partner's authority to bind firm, relation of partners and third persons; dissolution and winding up. Corporations: nature and creation; charter; powers, rights and liabilities; nature and kinds of capital stock; rights and liabilities of stockholders; directors and officers. Mortgages: rights and duties of mortgagor; rights and duties of mortgagee; rights after default. Property: landlord and tenant relationship; classification of tenancies; rights and duties of landlord; rights and liabilities of tenant. Bankruptcy: Federal Bankruptcy Act; acts of bankruptcy; adjudication; rights and duties of bankrupt; unsecured, secured and priority claims; extensions, compositions, and other debtor-relief provisions; discharge.

2½ semester hours credit

MANAGEMENT (M)

With the complex and rapidly changing conditions of modern business, the functions of administration and management must be clearly defined and maximum economies effected. Through the problem approach, these courses train the student to supplant guesswork and trial and error processes with organized knowledge and proven management methods.

M 3 PRINCIPLES OF PRODUCTION

A basic treatment of the fundamental manufacturing processes. Topics studied include factory organization, manufacturing and assembly sequences, selection and co-ordination of productive facilities, product design, inspection and salvage.

2½ semester hours credit

M 4 SCIENTIFIC MANAGEMENT

The practical application of the principles of scientific management to production problems. The course embraces study in process research including time and motion study, standardization of materials, analysis of operations, methods of production, and production control including wage incentive systems.

2½ semester hours credit

M 5 PSYCHOLOGY FOR BUSINESS AND INDUSTRY

Business psychology is the study of predicting and influencing human behavior in business. It provides an understanding of man's mental life, of how the individual and the group behave and are influenced in their behavior, and of how the business man may predict and control his own behavior and that of those with whom he works. The study and analysis of the student's own personal problems and behavior constitute a valuable and interesting phase of the course.

2½ semester hours credit

M 6 PURCHASING

A practical study of the functions and duties of the purchasing agent, the organization and administration of his department, and his relations with other departments. The following are representative of subjects discussed: the purchasing function, qualifications of the purchasing agent, selection of supply sources, purchasing policies and budgets, cataloguing information, testing and inspection of purchases, and stores control.

2½ semester hours credit

M 7 CREDITS

This course furnishes instruction in the theory of credit, the workings of a Credit Department, whether in the wholesale or retail field, and in the analysis and use of credit statements as aids to efficient management.

2½ semester hours credit

M 9-10 INDUSTRIAL MANAGEMENT PROBLEMS AND POLICIES

Co-ordination of the functional relationships which exist between the different departments of business with the problems affecting the determination of administrative and managerial policies is the purpose of this study. Special attention is given to scientific manage-

ment of industry and business and to the co-ordination of production with purchasing, sales, finance, and transportation. Cases and problems dealing with organization and expansion, consolidation and combinations, reorganizations, internal administration, industrial and human relations, and governmental control form the basis of discussion and study.

5 semester hours credit

M 11-12 GOVERNMENT CONTROLS IN BUSINESS

A study of the economic and political relationships which exist between business and government with particular reference to the Sherman Act and Anti-Trust Laws; Securities and Exchange Commission; Interstate Commerce Commission; regulation of public utilities; the Cooperative Movement; the Social Security Act; government and labor; business regulation by taxation.

2½ semester hours credit

M 13 MOTION STUDY

The course is designed to present the fundamental principles underlying motion analysis and work simplification. Included in the subjects considered are the following: Process and operation analysis through the use of process charts, flow diagrams, operation charts, man-and-machine charts, micromotion study, principles of motion economy. Work place layout, labor-saving tools and equipment, laboratory development work. Elementary time study. Setting up synthetic standards using elemental time values. Wage incentives, problems involved in the introduction of work simplification with particular emphasis upon employee morale.

2½ semester hours credit

M 14 TIME STUDY

Based upon the best established methods procedures, the fundamental principles of time study are considered as a basis for standardization. Subjects included in the course are the following: Introduction to wage incentives and current wage plans. History and development of time study, relation to motion and micromotion study, preliminary observation, technique of making time studies. Rating procedure, development of proper concept of "normal" performance, applying the rating and relaxation factors. Setting job and element standards, use of allowances, treatment of variables, introduction to standard data, synthetic standards, problems in the application of standards. Laboratory practice will supplement the classroom work.

2½ semester hours credit

M 15 WAGE ADMINISTRATION

The matters related to the establishment of an effective and equitable wage payment plan and the administration of the same is of prime importance from the production as well as the labor relations point of view. The course is a comprehensive study of the underlying theory of industrial wages. Specific consideration is given to job and salary analysis and evaluation; merit rating; incentive wages; wage payment plans. The importance of a sound wage structure to healthy employer-employee relations.

2½ semester hours credit

M 16 PRODUCTION PLANNING AND CONTROL

This course is designed to include basic problems involved in the production department related to planning, scheduling and control. This course is a sequel to Principles of Production and includes the following subjects: Factory organization, factory planning and layout, materials handling, storage, maintenance, power. Forecasting and budgeting, planning, scheduling, routing, dispatching, subcontracting. Quantity control, quality control, waste control, priorities, allocations, controlled materials plan, records and reports.

2½ semester hours credit

M 17-18 BUSINESS PLANNING AND RESEARCH

This course is devoted primarily to a study of economic and business planning and to the technique of research and study in relation to planning. The fundamental principles underlying the solution of research problems will be analyzed and students will be required to apply those principles to specific problems involving planning and research.

5 semester hours credit

M 19-20 BUSINESS ADMINISTRATION SEMINAR

This course provides the unique opportunity to use the information acquired from other courses in an intelligent, intimate discussion of live current problems which arise daily in marketing, production, and finance, with notes as to social significance. Emphasis is placed on the translation of problems out of the academic book atmosphere into the personal terms in which these problems must be met in business life and solved. Work is conducted upon a prepared individual conference basis.

5 semester hours credit

M 22 LABOR RELATIONS

The course is designed to develop an understanding of the problems involved in labor-management relations with procedures for promoting sound, healthy industrial relations. Consideration is given to the following: Historical background of industrial relations, 1896-1945. Policies of labor and management in respect to hiring and layoffs, technological changes, wages and market positions. Effects of collective bargaining upon income of labor, employment, accumulation of capital, and national income. The first trade agreement and renewals. The nature of grievances and grievances procedures especially as they relate to wage incentive systems and job evaluation.

2½ semester hours credit

M 23-24 PERSONNEL MANAGEMENT

Psychological principles related to employment; organization of personnel department, sources of supply; the interview; employee selection; industrial employment testing; employee training; promotions; transfers and terminations; absenteeism and labor turnover; handicapped workers; employee incentives; grievance analysis and handling; special problems of human relations.

2½ semester hours credit

M 25-26 INSURANCE

This is a comprehensive coverage of casualty insurance including liability risks, automobile insurance, automobile liability insurance, employers' liability and workmen's compensation, accident and health insurance, theft coverages and miscellaneous casualty coverages. Special attention is paid the policy contract, rate making, experience rating, endorsements, assignment of policies, etc.

2½ semester hours credit

M 27 LABOR RELATIONS SEMINAR

Case studies in labor-management problems. Cases under consideration will be led by men prominent in their fields. Class limited in size.

(Prerequisites, M 22, M 29, M 30)

2½ semester hours credit

M 28 JOB ANALYSIS AND EVALUATION

Basic principles underlying theory of wage calculation, job elements and their definitions, rating scales, writing job descriptions and specifications, selection of appropriate rating plan, setting up job factors and maximum point values, use of several methods of determining specific point values.

2½ semester hours credit

M 29 COLLECTIVE BARGAINING I — GOVERNMENT AND LABOR-MANAGEMENT RELATIONS

Government and Labor-Management Relations. The purpose, policy and jurisdiction of the National Labor Relations Act. Other federal acts affecting labor relations. Negotiating a labor contract under existing laws. Unfair labor provisions of the Wagner Act. Status of unions under the law, closed and open shop, company unions, bargaining units, etc.

(Prerequisite, M 22)

2½ semester hours credit

M 30 COLLECTIVE BARGAINING II — THE LABOR CONTRACT

The Labor Contract — Grievance Analysis and Procedures. Study of the labor contract in its component clauses; union recognition clauses, management prerogative clauses, seniority, grievances, mediation and arbitration clauses, etc. Immediate and long-term effects of clauses in the labor contract.

(Prerequisite, M 22)

2½ semester hours credit

M 31 SUPERVISORY TRAINING

This course provides basic instruction in the supervisory problems of the induction of new employees, their training for the work to be performed, the co-ordination of their work with that of their fellow workers, and the development of a congenial, enthusiastic community of work interest, all basic to securing maximum production at lowest cost. This is achieved by an understanding of wage payment methods, proper handling of grievances, proper organization, planning production schedules, quality control, improvement of work methods, and expense control.

2½ semester hours credit

THESIS (T)

BACHELOR'S DEGREE THESIS

T 3-4, 5 hours credit.

Each candidate for the B.B.A. degree may submit a thesis or the Business Readings reports. The conditions to be fulfilled in connection with a thesis are:

1. The selection of the subject, preparation of the outlines, and the collection of data must be worked out in accordance with the requirements of the Committee on Theses.
2. Two typewritten copies of the completed thesis must be presented to the Dean or the Director in the Divisions, not later than March 15 of the year in which the candidate expects to graduate.
3. The thesis is expected to meet the equivalent of the work required in a full-year course. It is expected to give evidence that its writer has made a thorough study of the subject or problem selected, that he has marshaled the data in a businesslike manner, and has given evidence of his ability to reach sound and reasoned conclusions, and to present his findings in clear and convincing terms.

OCCUPATIONS (O)

The School considers that the knowledges, skills, and experiences acquired in the full-time employment of its students are the equivalent in many respects to the work carried on in a laboratory. For this reason all members of the three upper classes who expect to qualify for the Bachelor of Business Administration degree must meet the occupational experience requirements listed below.

In order that this occupational experience may have the maximum educational value, the School maintains a Department of Vocational Guidance and Placement under the supervision of a competent Director. It is the responsibility of this Department to assist those students:

- a. Who need advice and guidance about employment in business;
- b. Who are unemployed and need placement service, and
- c. Who are already employed but need to change their present employment connections in order to obtain the greatest possible benefit from their training and experience.

There is no tuition charge for the occupational courses listed below, even though they are required for the degree. Furthermore, all services of the Department of Vocational Guidance and Placement are without charge to the student.

O 1-2 ELEMENTARY OCCUPATIONS

In this course students are required to meet with the Director of Vocational Guidance and Placement in groups or individually as he may direct, and to submit in the Upper Middler year a complete and detailed record of their employment for the college year. This report is one factor in evaluating the occupational experience credit of the student.

10 semester hours credit

O 3-4 INTERMEDIATE OCCUPATIONS

A continuation of O 1-2. Continuing guidance under the supervision of the Director of Vocational Guidance and Placement. Consideration of psychological and economic factors affecting vocations; vocational objectives. A complete report of the employment of the Junior year is required.

10 semester hours credit

O 5-6 ADVANCED OCCUPATIONS

A critical consideration of the student's present employment in the light of present-day occupational trends. Individual conferences with a view to vocational adjustments, if deemed desirable. A complete report of the employment of the Senior year is required.

10 semester hours credit

School of Business

Administrative Policies

Requirements for Admission

All applicants whose credentials are approved by the Committee on Education, and who are admitted to degree or other programs, are classified as regular or conditioned students.

Regular Students

Applicants for admission as regular students must present evidence of the completion of an approved secondary school course, or the equivalent 15 units.*

Conditioned Students

Applicants who do not meet the requirements for admission as regular students may be admitted as conditioned students provided they present satisfactory evidence of ability to profit by the work of the School.

Conditioned students may remove their admission conditions and be re-classified as regular students by using *a*, *b*, *c*, or a combination of *a* and *b*.

- a.* By applying courses which they have completed in the School of Business or in another approved college or university at the rate of one unit for each two and one-half semester hours. A course cannot be credited both for the removal of admission conditions and for the degree.
- b.* By applying units for work completed in an approved secondary school, or for work certified by an accredited certifying agency.
- c.* By action of the Committee on Education based upon all factors affecting the achievement and ability of the student in the School, when the student shall have completed the first thirty semester hours of work in his program; provided this work shall have been completed in not less than three years of attendance and with an average grade of not less than 70%. All conditioned students are required to take prescribed aptitude tests during the first year of attendance. These tests, for which no specific preparation can be made, are designed to test intellectual capacity and general fitness for college work rather than preparation in the specific subject matter of a secondary school program.

*A unit represents a year's work in any subject in any approved secondary school constituting approximately a quarter of a full year's work, or the equivalent. A four-year day high school course is regarded as representing at least 15 units of work, or 3 units in junior high school and 12 units in a three-year senior high school.

Registration

Before attending classes, students must report to the School Office for registration. Registrations will be accepted beginning July 1st for the following School year. Applicants are requested to register during the summer months to lessen the congestion during the opening week. No student will be allowed to register for any course after the second session without special permission from the Dean.

A schedule of classes may be obtained by applying at the School Office.

Class Sessions

Classes are held each evening of the week except Saturday. *The normal schedule for students pursuing a degree, title, or certificate program is three evenings a week. Students may arrange their schedules so as to attend classes one, two, or three evenings a week depending upon the number of subjects taken.* Students interested in the schedule of classes should apply to the office of the school in the city in which they expect to attend.

Advanced Standing

Advanced standing credit in the School may be obtained in one or both of two ways as follows:

By Transfer of Credit. Subject to the approval of the Committee on Education, credit may be given for work completed in other approved schools, colleges, and universities. An applicant desiring credit by transfer should indicate his desire at the time of filing his application for admission. The applicant should instruct the Registrar of the institution of previous attendance to mail an official transcript direct to the School of Business indicating honorable dismissal, courses completed, credits and grades. A copy of the catalog of the institution from which the transfer is sought should accompany the application for admission.

By Examination. 1. For credit: No advanced standing credit is awarded except for work previously completed in courses comparable to those offered in the School of Business. Credit may be disallowed for work previously completed due to the remoteness of the time of study. These applicants, however, will be granted the privilege of taking an examination for credit.

2. For placement: Applicants having completed three years of book-keeping in high school may petition the privilege of taking an examination for placement. Satisfactory achievement will entitle them to register for Intermediate Accounting without, however, any advanced standing credit. Applicants who, as a result of previous training and experience, may be considered to possess sufficient knowledge of a subject will be allowed the privilege of taking a special examination in particular courses. No credit will be allowed but they will be granted the privilege of substituting another course.

The grade of 75% must be obtained in examinations for placement or for credit.

Residence Requirement

Every candidate for the B.B.A. or Associate Degree must fulfill the residence requirement. The residence requirement is defined as the taking and satisfactory completion of 30 consecutive semester hours of work in courses in the School of Business immediately preceding graduation; with the further provision that at least 10 of the 30 semester hours must be in the candidate's major field.

In the case of students who for causes beyond their control move outside of the reasonable commuting area of the School, and who have completed 75 or more semester hours of credit in courses, the Committee on Education will entertain a petition to allow them the privilege of completing their degree requirements at some other approved school. Under no circumstances will a degree be awarded to any student who has completed less than 30 semester hours of credit in courses in the School of Business.

Students attending certificate programs must complete the full semester hour requirements of the programs in required courses or substitutions approved by the Dean.

Notify the Office Immediately

Of change of address.

Of withdrawal from any course — otherwise the fee for that course will be charged.

Of withdrawal from the School, giving date of the last session attended.

Attendance

The limited amount of time devoted to each subject and the rapid rate of progress in covering the essential content of a course make it highly desirable that students be present at every session. Because of the importance of regular attendance and its bearing upon the quality of scholarship, the policies governing attendance are:

Students who attend 75% or more sessions in a course are entitled to pass in that course if they attain a minimum final grade of D.

Students who attend between 50% and 74% of the sessions in a course are entitled to pass in that course if they attain a minimum final grade of C. Those who do not attain the minimum required grade of C may remove the condition only by means of a make-up examination in which they must receive a mark sufficient to raise the course grade to C.

Students who attend less than 50% of the sessions in a course will be considered ineligible to take the final examination or to receive any credit for the course.

Attendance credit is granted only when the student is in attendance at least three-quarters of the class period. Three separate absences of less than 30 minutes each constitute one complete absence unless such partial absences are canceled by satisfactory excuses.

Outside Preparation

It is expected that students will devote on the average two hours to preparation for each hour spent in the classroom. A student carrying a normal program of three evenings a week will, therefore, be expected to devote to outside preparation an average of eleven to twelve hours a week. Some courses require more time for preparation than others.

Term Tests

Two tests are regularly scheduled in each semester for all courses. These tests are regarded as part of the term or course work. Students failing to take the term tests for justifiable reasons may petition for a make-up privilege. Make-up privilege will not be allowed to any student merely for the purpose of raising his test grade. A fee of \$2.00 is charged for each make-up test.

Regular Examinations

The general policies governing regular examinations are:

A final examination will be held at the end of each course unless an announcement to the contrary is made.

The minimum passing grade in a regular final examination is D.

Students who, for justifiable reasons, are unable to take a final examination may be allowed the privilege of a make-up examination upon petition to the Dean. This examination will be considered as the original examination for grading purposes.

The student who has received a passing mark in a final examination and in a course may not take another examination for the purpose of raising his grade unless he repeats the course in its entirety.

Condition Examinations

The following policies govern re-examinations:

Permission for taking a make-up examination is dependent upon the quality of the work which the student has done throughout the course and is a privilege which the Committee on Education may grant to students who have received an E grade or an incomplete (Inc.).

The condition or make-up examinations are given on specified dates. Students should consult the School Office for the specific dates of each examination.

Only one make-up examination in any given subject is allowed for the purpose of removing a conditional failure.

A make-up examination for purposes of removing a condition or an incomplete grade must be taken within the next School year. In such cases students may take either the examination at the condition examination period or the final examination when next given if within a period of one year. A fee of \$2 is charged for each School of Business examination taken out of course.

A minimum grade of 65% is required on each make-up examination unless a higher minimum is specified.

Whatever grade the student obtains on the make-up examination is credited as the final examination grade, but in no case can the final grade in the course be more than 70% except in the case of students who have been excused from taking the regular final examination.

Marks and Credits

The following system of grading is in use:

Superior Work, A; Above Average Work, B; Average Work, C; Lowest Passing Grade, D; Unsatisfactory Work, E; Failure, F; Incomplete, Inc.

Students receiving an E, or unsatisfactory work grade, in an examination or as a final grade in the course, may remove the unsatisfactory grade by taking a make-up examination when it is next given, or at the time of the conditional examinations in September. The minimum passing grade of 65% is required on the make-up examination, unless a higher minimum is designated. In no case will a student taking a make-up examination be allowed more than a C for a final grade even though a higher grade may be obtained.

Students receiving an F grade in a course must repeat the course in its entirety including term work, examinations, and attendance.

The policy is followed of mailing all grade and status reports to students instead of issuing these reports at the School Office or over the telephone.

A passing grade in a final examination as well as a passing final grade in the course is necessary in order to receive credit in the course.

Credit for one-half of a full-year course is not generally given, and in any event only upon approval by the Dean in advance of beginning the course.

In order to qualify for a degree, title, or a certificate the student must maintain a general average of C for the entire program. This is not interpreted to mean that each course must be passed with a grade of C, but that the average of all courses must be at least C. Grades of courses credited by transfer or by examination are not included in computing averages.

Graduation with Honors

Honors are based upon the excellence of the work performed by the students in the School. Three honorary distinctions are conferred upon properly qualified candidates for the bachelor's degree upon graduation:

Highest honors to those who have completed all work with an average of 95% with no grade less than C.

High honors to those who have completed all work with an average of 90% with no grade less than C.

Honors to those who have completed all work with an average of 85% with no grade less than C.

These honors are subject to further conditions as follows:

To be entitled to honors a student must have completed a minimum of two full years of study in the School.

Courses credited by advanced standing whether by transfer or by examination will be eliminated in determining honors.

Scholarships, Awards, and Loan Funds

The following scholarships and awards are available to students enrolled for a normal schedule of fifteen or more semester hours of class work who are pursuing a degree or title program in the School of Business in Boston. One-fourth of the scholarship is applied to the tuition of the recipient at each quarterly payment.

SCHOOL OF BUSINESS HONOR AWARDS

A half tuition scholarship award is made each year to the highest ranking student of that year in the Junior, Upper Middler, Lower Middler, Sophomore and Freshman classes who re-enrolls the following year for a normal schedule of study.

A quarter tuition scholarship award is made each year to the second highest ranking student of that year in the Junior, Upper Middler, Lower Middler, Sophomore and Freshman classes who re-enrolls the following year for a normal schedule of study.

To be eligible for either a half or a quarter tuition honor award, a student entering the School with advanced standing credit, except by examination, must have completed at least thirty semester hours of classroom work at the time the award is made.

THE CLARKSON-ALUMNI SCHOLARSHIP

This scholarship, made available through the generosity of the Alumni Association of the School of Business in Boston, is in memory of George S. Clarkson, a member of the Class of 1914 and an instructor in accounting for many years. This scholarship, which is indeterminate in amount, is granted to the student who obtains the highest final grade in the course in Auditing unless he is eligible for an award of greater monetary value, in which event the Clarkson-Alumni award will be made to the highest ranking student in Auditing who is not eligible for such an award. To be eligible for this scholarship the student must pursue a normal schedule the following year.

DEAN RUSSELL WHITNEY MEMORIAL SCHOLARSHIP

Alpha Chapter of the Pi Tau Kappa Fraternity sponsors an annual tuition scholarship in memory of former Dean Russell Whitney. The award consists of a half tuition of sixty dollars awarded to the man in the Junior Class of the School of Business whose qualities of leadership and influence among his fellow students, whose strength of character, whose record of scholarship and broad achievement mark him as outstanding. The award is made available to the student in his senior year. To be eligible for this scholarship the student must pursue a normal schedule during his senior year.

KAPPA TAU PHI SCHOLARSHIP

This scholarship award, amounting to thirty dollars, is made available by the Kappa Tau Phi Sorority. It is granted annually to the woman student who ranks highest in her class at the end of the Sophomore year unless she is eligible for an award of greater monetary value, in which event the award will be made to the highest ranking woman student who is not eligible for such an award. To be eligible for this scholarship the student must pursue a normal schedule the following year. In determining this award grades of all courses completed in the Freshman and Sophomore years shall be considered.

ALUMNI LOAN FUND

The Alumni Association of the School of Business in Boston has provided a loan fund which is available to students in the Senior and Junior classes in Boston who are in need of financial assistance in order to continue their studies. Applications for loans should be addressed to the Dean of the School. All applications must be approved by the Alumni Loan Fund Committee.

SCHOOL OF BUSINESS LOAN FUND

By vote of the Student Council a part of the Student Activities fees for 1937-1938 was set aside to provide a loan fund which is available to students

temporarily in need of small loans for tuition or other School charges. Students needing assistance from this fund should confer with the Dean who administers it.

Probation and Discipline

The Committee on Education, in dealing with students whose work in the School may be unsatisfactory, or whose conduct is such as to make it inadvisable for them to continue as members of the student body, considers each case upon its individual merits. The following general principles are kept in mind in handling such cases:

Students whose scholarship in any given year is unsatisfactory may be dropped from the School or may be placed on probation with the privilege of spending a year in review.

When a student is placed on probation, the probation is formally imposed for a definite time and can only be extended by approval of the Committee on Education.

This Committee has the authority to dismiss from the School or place on probation at any time or to strike off from the list of candidates for the degree any student whom it may deem unworthy either on account of unsatisfactory scholarship or for any great defect of conduct or character. The Committee may ask any student to withdraw from the School who is obviously out of sympathy with the aims and ideals of the School.

School of Business

General Information

Classrooms and Libraries

The classrooms are furnished with modern equipment and are thoroughly adapted to evening school work. Improvements in classroom facilities are constantly being made to meet the needs of the student body.

In connection with the General Library of the University in Boston a special section is devoted to books on business subjects. In addition, the leading trade and business magazines are available for student use. Additions are constantly being made to the business section of the Library in recognition of the new demands for business education and research. The reading rooms of the Library are open Monday through Friday from 8:45 A.M. to 10 P.M. They close at 5 P.M. on Saturdays and are not open Sundays and holidays.

All members of the School in Boston are entitled to the privilege of using the Boston Public Library including the Business Branch at 20 City Hall Avenue. The same privilege is accorded students in the Divisions for the use of the libraries in their respective cities.

Textbooks and Supplies

The Northeastern University Bookstore is a department of the University and is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the University may be purchased at the Bookstore. In addition, the Bookstore also carries a large number of general supplies. In Boston the main store is situated in the basement of Richards Hall.

Student Council

The social and extracurricular life of the School is in charge of Student Councils consisting of representatives from each class or school group. In addition to arranging for occasional social affairs, special lectures, and meetings, the council represents the interests of the student body. The faculty and the officials advise with the council in regard to School policies.

Honor Fraternity

Sigma Epsilon Rho is the honor fraternity in the School of Business. Its purposes are:

To promote acquaintance and good fellowship among those men who have attained highest scholastic standing in the School.

To stimulate the student body to higher scholastic accomplishment through the bearing, influence, and work of these selected men.

To develop methods of mutual improvement and advancement among the members of this fraternity.

To support high moral, professional and scholastic ideals.

Only students with honor standing are admitted to the fraternity. Admission is by invitation, after nomination by the School faculty.

An outstanding business book is awarded each year by Sigma Epsilon Rho Fraternity to the highest ranking student for that year in each of the Sophomore, Lower Middler, Upper Middler, and Junior classes. Students will receive the award only in the event that they enroll for the subsequent year.

School of Business

Tuition and Other Fees

Tuition and fees are payable each semester in advance. They are not transferable and are refundable only as stated under "Refund of Tuition."

Checks and drafts for all charges are to be drawn to the order of North-eastern University.

There are no auditors or auditor's rates in the School of Business.

Matriculation Fee

The University matriculation fee of \$5 must accompany the initial application for admission to the University. This fee is non-refundable.

Tuition Fee

Tuition is charged at the rate of \$11 per semester hour of credit for all students.

Late Payment Fee

Bills for tuition and fees are payable on or before Saturday of the week of issuance. A Late Payment Fee of \$2 is charged for all students failing to comply unless special payment arrangements are approved by the Student Accounts Officer.

Deferred Payment Privilege

Students who would be denied the advantages of a systematic education if required to meet the tuition payments in the manner specified above, may make other payment arrangements with the Dean. A nominal charge is made for this service.

Courses in Other Departments of the University

School of Business students assigned to courses in other departments of the University are charged the tuition rates and other fees effective in the departments to which they are assigned.

Late Registration

No reduction in tuition is made for late registration. A student is neither entitled to classroom privileges nor considered as registered and enrolled until tuition due has been paid or satisfactory arrangements made in person with the Dean.

General Fees

A fee of \$2 is charged for each make-up test, examination or advanced standing examination. This fee must be paid on or before the date of the examination.

A fee of \$10 is charged for each of the Business Readings courses. One-half is payable with the November tuition payment and one-half with the March tuition payment. This fee applies only to those who elect to submit Business Readings in lieu of a thesis, and is payable ordinarily during the Upper Middler and Junior years.

A thesis fee of \$20 is required of all degree candidates who elect to write theses. This fee is payable upon presentation of the thesis which is due not later than March 15 of the year in which the student expects to receive the degree.

The University graduation fee, charged to those who are candidates for a degree, is \$10, payable on or before May 1st of the year in which the student expects to graduate. A fee of \$5 is charged to all candidates for a title or certificate and is payable on or before May 1st of the year the program is to be completed.

Expense for Books and Materials

Students purchase their own textbooks and working materials. The cost varies according to the subjects for which the student is enrolled. The average cost for a normal program of three subjects is about \$13, with a maximum of approximately \$20. The textbooks for single courses range from \$1.25 to \$5.

General Financial Information

Checks should be drawn payable to Northeastern University.

Students who have withdrawn from a course for good cause and who are permitted to repeat it are credited with the tuition previously paid on that course, provided they re-enroll for the same course within the next two college years. The credit cannot be applied, however, until the balance due on the course has been paid.

Students are not permitted to attend class sessions or take any examinations or tests until they have paid their tuition fees or have made satisfactory arrangements for payments.

Students will not be advanced in class standing, or permitted to re-enroll in the University, nor will degrees be conferred until all financial obligations to the University have been met.

No certificate of honorable dismissal will be issued to any student who has not fully met his financial obligations to the University.

Refund of Tuition

Requests for refunds must be made at the time of filing the Application for Withdrawal at the School Office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted to a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance.
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment.
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition may be allowed according to the following schedule:

<i>Petition for Withdrawal Filed Within</i>	<i>Refund</i>
Two Weeks	80 per cent
Three Weeks	60 per cent
Four Weeks	40 per cent
Five Weeks	20 per cent
After Five Weeks	0 per cent

The above does not include fixed or non-refundable fees or laboratory fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the School Office. All refunds are made through the Student Accounts Office of the University. The refund procedure in such cases takes from three to four weeks. A check is mailed direct to the student for any refund to which he is entitled.

All applicants for admission to the School of Business are required to furnish the information requested below. This information is desired in order that the school officers and counsellors may be more helpful to students in planning their programs and in achieving their vocational objectives.

1. In what types of work have you been occupied since leaving school?
2. Describe in *detail* your duties in your present position.
3. For what specific position or vocation do you expect your studies to prepare you?
4. Add such other information as may be helpful and valuable in considering your application for admission.

NORTHEASTERN UNIVERSITY

COEDUCATIONAL

COLLEGE OF LIBERAL ARTS

Offers a broad program of college subjects serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities available for vocational specialization. Degree: Bachelor of Science or Bachelor of Arts.

COLLEGE OF ENGINEERING

Offers curricula in Civil, Mechanical (with Industrial and Aeronautical options), Electrical, and Chemical Engineering. Classroom study is supplemented by experiment and research in well-equipped laboratories. Degree: Bachelor of Science in the professional field of specialization.

COLLEGE OF BUSINESS ADMINISTRATION

Offers curricula in Accounting, Marketing and Advertising, and Industrial Administration. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

SCHOOL OF LAW

Offers day and evening undergraduate programs admitting those who present a minimum of one-half of the work accepted for a bachelor's degree in an approved college or its full equivalent, each program leading to the degree of Bachelor of Laws.

SCHOOL OF BUSINESS

Offers curricula through evening classes leading to the degree of Bachelor of Business Administration with appropriate specification in Accounting, Management, and Engineering and Business. Preparation for C.P.A. examinations. Intensive programs arranged to meet special needs.

EVENING COURSES OF THE COLLEGE OF LIBERAL ARTS

Certain courses of the College of Liberal Arts are offered during evening hours in the fields of Biology, Chemistry, Economics, English, History, Government, Psychology and Sociology. A special program preparing for admission to the School of Law is also available. The program is equivalent in hours to one-half the requirement for the A.B. or S.B. degree. Special courses also available. Degree of Associate in Arts conferred.

The Colleges of Liberal Arts, Engineering, and Business Administration offer day programs and are conducted on the Co-operative Plan. After the freshman year students may alternate their periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses. Full-time curricula are available for students who do not desire the Co-operative Plan.

In addition to the above schools the University has affiliated with it and conducts the Lincoln Technical Institute offering, through evening classes, courses of college grade in various fields of engineering leading to the degree of Associate in Engineering; and the Lincoln Preparatory School, an accredited evening school preparing for college entrance and offering other standard high school programs.

For further information regarding any of the above schools, address

NORTHEASTERN UNIVERSITY

360 Huntington Avenue

BOSTON 15, MASS.

Telephone: KENmore 5800

School of Law
47 Mt. Vernon Street
BOSTON, MASS.

114 Chestnut St.
Tel.: Spr. 6-3681
SPRINGFIELD, MASS.

NORTHEASTERN
UNIVERSITY

College of Liberal Arts

BULLETIN OF EVENING COURSES



BOSTON 15, MASSACHUSETTS

OFFICE HOURS

AUGUST 15–JUNE 15

Monday through Friday	8:45 A.M.– 9:15 P.M.
Saturdays	
Until Labor Day	8:45 A.M.–12:00 P.M.
During September	8:45 A.M.– 4:00 P.M.
After October 1	8:45 A.M.– 1:00 P.M.

JUNE 15–AUGUST 15

Monday and Tuesday	8:45 A.M.– 9:00 P.M.
Wednesday through Friday	8:45 A.M.– 5:00 P.M.
The office is closed on all legal holidays.	

GIFTS AND BEQUESTS

Northeastern University will welcome gifts and bequests for the following purposes:

- (a) For its building program.
- (b) For general endowment.
- (c) For specific purposes which may especially appeal to the donor.

It is suggested that, when possible, those contemplating gifts or bequests confer with the President of the University regarding the University's needs before legal papers are drawn.

Gifts and bequests should be made only in the University's legal name, which is "Northeastern University."

For further information or an interview

ADDRESS: Director of Evening Courses

NORTHEASTERN UNIVERSITY

COLLEGE OF LIBERAL ARTS

360 Huntington Avenue, Boston 15, Mass.

Telephone: KENmore 5800

NORTHEASTERN UNIVERSITY

College of Liberal Arts

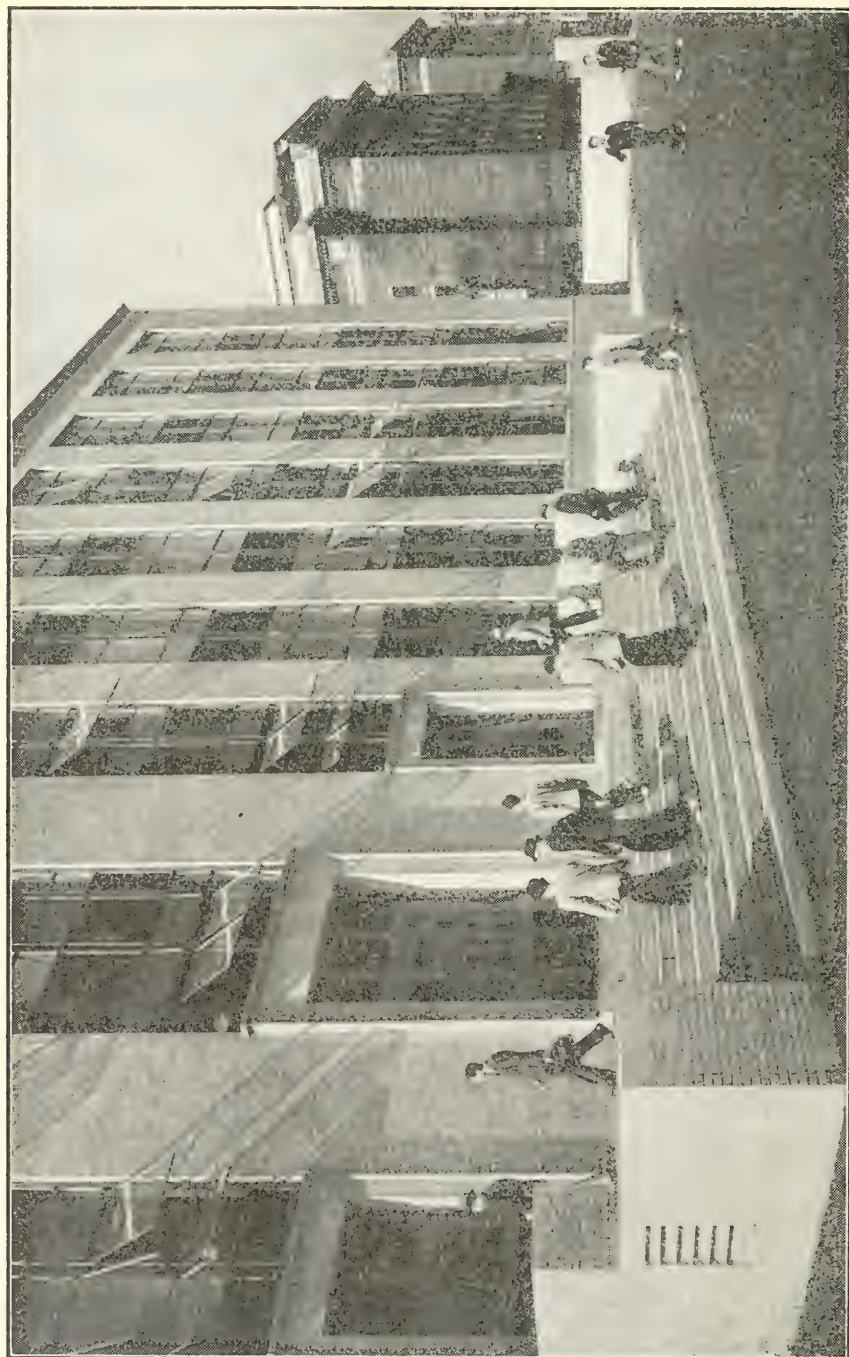
BULLETIN OF EVENING COURSES

COEDUCATIONAL



The University is located at the entrance to the Huntington Avenue subway within nine minutes of Park Street and easily accessible from all points.





ENTRANCE TO RICHARDS HALL, NORTHEASTERN UNIVERSITY

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COLLEGE OF LIBERAL ARTS

Evening Courses

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COLLEGE OF LIBERAL ARTS

Evening Courses

CALENDAR

REGISTRATION	August 15–September 10
MAKE-UP EXAMINATIONS	September 4, 5
FIRST SEMESTER BEGINS	Monday after Labor Day
CHRISTMAS RECESS	Christmas Week through New Year's Day
FINAL EXAMINATIONS—First Semester	Third week in January
SECOND SEMESTER BEGINS	Last week in January
MAKE-UP EXAMINATIONS	Second week in March
FINAL EXAMINATIONS	First week in June
COMMENCEMENT EXERCISES	To be announced

Class sessions will be omitted on all legal holidays.

Liberal Arts

AND THE POSTWAR PERIOD

"The frontier of the future is the frontier of the mind." These forward looking words of Winston Churchill direct our thinking as we search for solutions of our world problems of the future. The world-wide moral and spiritual destruction and social disorder created by the war present a far graver problem in our postwar reconstruction than the destruction of properties and physical resources. The world must be rebuilt.

National leaders are increasingly of the opinion that more men and women must be trained in the liberal arts with particular reference to government, history, sociology, literature and allied fields. Our responsibilities for world order can be discharged only through trained leaders and a citizenry enlightened in the fundamental truths of human relations.

Men and women who are graduating from high schools or are now employed in war industry and would prefer to work in fields more immediately related to social problems will find many opportunities for more essential service in the postwar reconstruction period. A clear realization of the true and enduring values proven throughout the history of civilization is our only promise for permanent peace in either our domestic social problems or in our international political economy.

THE NORTHEASTERN UNIVERSITY CORPORATION

ROBERT GRAY DODGE, *Chairman*
FRANK LINCOLN RICHARDSON, *Vice-Chairman*
CARL STEPHENS ELL, *President of the University*
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FARWELL GREGG BEMIS	JOHN RUSSELL MACOMBER
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GEORGE AUGUSTUS BURNHAM	IRWIN LIKELY MOORE
GODFREY LOWELL CABOT	FRED LESTER MORGAN
PAUL CODMAN CABOT	IRVING EDWIN MOULTROP
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WILLIAM CONVERSE CHICK	SAMUEL NORWICH
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WILLIAM H. COLLINS	AUGUSTIN HAMILTON PARKER, JR.
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ALBERT MORTON CREIGHTON	ROGER PIERCE
EDWARD DANA	MATTHEW POROSKY
EDWARD DANE	FREDERICK SANFORD PRATT
JUSTIN WHITLOCK DART	ROGER PRESTON
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BERNARD W. DOYLE	STUART CRAIG RAND
PAUL AUGUSTUS DRAPER	WILLIAM McNEAR RAND
DAVID FRANK EDWARDS	JAMES LORIN RICHARDS
WILLIAM PARTRIDGE ELLISON	HAROLD BOURS RICHMOND
JOSEPH BUELL ELY	CHARLES FOREST RITTENHOUSE
ROBERT GREENOUGH EMERSON	JOHN JAMES ROBINSON
JOHN WELLS FARLEY	ROBERT BILLINGS RUGG
ALLAN FORBES	LEVERETT SALTONSTALL
ERNEST BIGELOW FREEMAN	RUSSELL MARYLAND SANDERS
FRANKLIN WILE GANSE	ANDREW SEBASTIAN SEILER
HARVEY DOW GIBSON	FRANK PALMER SPEARE
MERRILL GRISWOLD	RUSSELL HENRY STAFFORD
GEORGE HANSEN	FRANCIS ROBERT CARNEGIE STEELE
HENRY INGRAHAM HARRIMAN	CHARLES STETSON
CARROLL SHERLOCK HARVEY	EARL PLACE STEVENSON
HARVEY P. HOOD	ROBERT TREAT PAINE STORER
CHANDLER HOVEY	FRANK HORACE STUART
WESTON HOWLAND	EDWARD WATSON SUPPLE
HOWARD MUNSON HUBBARD	RALPH EMERSON THOMPSON
MAYNARD HUTCHINSON	JAMES VINCENT TONER
RAYMOND WINFIELD JAMES	ELIOT WADSWORTH
ARTHUR STODDARD JOHNSON	EUSTIS WALCOTT
CHARLES BERKLEY JOHNSON	EDWIN SIBLEY WEBSTER
JACOB JOSEPH KAPLAN	SINCLAIR WEEKS

GENERAL UNIVERSITY COMMITTEES

EXECUTIVE COUNCIL

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EVERETT AVERY CHURCHILL

MILTON JOHN SCHLAGENHAUF

ALBERT ELLSWORTH EVERETT

WILLIAM CROMBIE WHITE

UNIVERSITY CABINET

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EVERETT AVERY CHURCHILL

WINTHROP ELIOT NIGHTINGALE

ALBERT ELLSWORTH EVERETT

RUDOLF OSCAR OBERG

ROGER STANTON HAMILTON

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J. KENNETH STEVENSON

HAROLD WESLEY MELVIN

WILLIAM CROMBIE WHITE

STUART MEAD WRIGHT

LIBRARY COMMITTEE

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ALBERT ELLSWORTH EVERETT

WILFRED STANLEY LAKE

ROGER STANTON HAMILTON

MYRA WHITE

WILLIAM CROMBIE WHITE

COLLEGE OF LIBERAL ARTS

Evening Courses

OFFICERS OF ADMINISTRATION

CARL STEPHENS ELL, A.B., M.S., Ed.M., Sc.D., *President of the University*

FRANK PALMER SPEARE, M.H., LL.D., *President Emeritus*

EVERETT AVERY CHURCHILL, A.B., Ed.D., *Vice-President of the University*

ALBERT ELLSWORTH EVERETT, B.S., M.B.A., *Director of Evening Division*

WILFRED STANLEY LAKE, A.B., M.A., Ph.D., *Dean*

MILTON JOHN SCHLAGENHAUF, A.B., B.D., M.A., *Director of Admissions*

CHAIRMEN OF INSTRUCTIONAL DEPARTMENTS

CHARLES FREDERICK BARNASON, A.B., A.M., Ph.D., *Professor of Modern Languages*
Res. 122 Downer Ave., Hingham

STANLEY GODDARD ESTES, A.B., M.A., Ph.D., *Professor of Psychology*
Res. 60 Pinckney St., Boston. On Leave of Absence.

ROGER STANTON HAMILTON, A.B., M.A., Ph.D., *Professor of Economics*
Res. 1367 Walnut St., Newton Highlands

CHARLES WILLIAM HAVICE, A.B., M.A., S.T.B., Ph.D., *Professor of Sociology*
Res. 178 Goden St., Belmont

FREDERICK WILLIAM HOLMES, A.B., M.A., *Professor of English*
Res. 43 Lincoln St., Dedham

STANLEY DEMETRIUS MIROYIANNIS, S.B., M.A., Ph.D., *Professor of Biology*
Res. 8 Cumberland St., Boston

CARL FREDERICK MUCKENHOUP, A.B., S.B., Ph.D., *Professor of Physics*
Res. 332 Winchester St., Newton Highlands

JOSEPH SPEAR, A.B., M.A., *Professor of Mathematics*
Res. 31 Matchett St., Brighton

ARTHUR ANDREW VERNON, S.B., M.S., Ph.D., *Professor of Chemistry*
Res. 14 Standish St., Newton Highlands

GENERAL STATEMENT

NORTHEASTERN UNIVERSITY is incorporated as a philanthropic institution under the General Laws of Massachusetts. The State Legislature, by special enactment, has given the University general degree granting powers.

The Corporation of Northeastern University consists of men who occupy responsible positions in business and the professions. This Corporation elects from its membership a Board of Trustees in whom the control of the institution is vested. The Board of Trustees has four standing committees: (a) an Executive Committee which serves as an Ad Interim Committee between the regular meetings of the Board of Trustees and has general supervision of the financial and educational policies of the University; (b) a Committee on Buildings which has general supervision over the building needs of the University; (c) a Committee on Funds and Investments which has the responsibility of administering the funds of the University; (d) a Development Committee which is concerned with furthering the development plans of the University.

Founded in 1898, Northeastern University, from the outset, had as its dominant purpose the discovery of human and social needs and the meeting of these needs in distinctive and highly serviceable ways. While subscribing to the most progressive educational thought and practice, the University has not duplicated the programs of other institutions but has sought "to bring education more directly into the service of human needs."

With respect to program, Northeastern has limited itself:

- To offering, in its several schools, basic curricula from which non-essentials have been eliminated;
- To effective teaching;
- To advising and guiding students;
- To giving students the chance to build well-rounded personalities through a balanced program of extracurricular activities.

The Northeastern Plan of Education is especially designed for the student who must earn while he learns. In the main, it consists of two definite types of education:

- Co-operative Education by Day,
- Adult Education by Night.

The plan has been developed in such a way that experience in jobs with pay is utilized to help students of limited financial resources secure an education and at the same time gain the maximum educational benefit from their practical experience. So far as the New England States are concerned, Northeastern University is the only institution whose day

colleges, other than the School of Law, are conducted under the Co-operative Plan.

The several schools and programs of the University are conducted either under the name "Northeastern University" or by its affiliated schools, The Lincoln Schools and The Huntington Day School for Boys. The following is a brief outline of the principal types of educational opportunities offered:

1. In the field of Co-operative Education there are three day colleges — the College of Liberal Arts, the College of Engineering, and the College of Business Administration. The College of Liberal Arts offers majors in the usual fields of the arts and the sciences leading to the degrees of Bachelor of Arts and Bachelor of Science. The College of Engineering, one of the largest engineering colleges in the United States, has curricula in Civil, Mechanical (with Industrial and Aeronautical options), Electrical, and Chemical Engineering. The College of Business Administration has curricula in Accounting, Marketing and Advertising, and Industrial Administration. The College of Engineering and the College of Business Administration confer the degree of Bachelor of Science with specification indicating the field of specialization. The Co-operative Plan under which all of these day colleges operate enables the student to alternate regular periods of classroom instruction with supervised employment in an industrial or commercial position, thus combining theory and practice in an exceedingly effective manner. Apart from the educational advantages of the Co-operative Plan is the opportunity for self-support while the student is pursuing his studies at Northeastern University. During the co-operative periods, students not only gain experience but are also paid for their services. Approximately three hundred business and industrial concerns co-operate with Northeastern University in making this program effective.
2. The School of Law conducts both a day and an evening undergraduate program which prepares for admission to the bar and for the practice of the law and leads to the degree of Bachelor of Laws.
3. The Adult Education Program has been developed in the evening work of the School of Law as indicated above, in the School of Business, and in the evening courses of the College of Liberal Arts. The School of Business has curricula in Management, Accounting, and Engineering and Business. This School awards the Bachelor of Business Administration degree with specification. A division of the School of Business is also conducted in Springfield with curricula in Accounting, Management, and Engineering and Business, leading to the Bachelor of Business Administration degree. The College of Liberal Arts offers certain of its courses during evening hours constituting a program, three years in length, equivalent in hours to one-half the requirements for the A.B. or S.B. degree and providing a general education and preparation for admission to the School of Law. The degree of Associate in Arts is conferred upon those who complete this program.

4. The Adult Education Program has also been developed through the Lincoln Schools, which are affiliated with and conducted by Northeastern University. The classes in these schools are held at convenient evening hours. The Lincoln Technical Institute offers curricula upon a college level in various phases of engineering leading to the degree of Associate in Engineering; whereas the Lincoln Preparatory School, accredited by the New England College Admissions Board, prepares students for admission to college and offers other standard high school programs.
5. The Huntington Day School for Boys, also affiliated with and conducted by Northeastern University, is the outgrowth of a demand in the city of Boston for an urban preparatory school with high educational standards which would furnish thorough preparation for admission to the leading colleges and universities. While easily accessible to the various sections of Boston and to the suburbs, it has the facilities of a country day school and offers a country day school program. This School is one of the leading preparatory schools of the country.

LOCATION OF UNIVERSITY BUILDINGS

Northeastern University is located in Boston, a city which is rich in educational and cultural opportunities. The University center is on Huntington Avenue just beyond Massachusetts Avenue and opposite the Boston Opera House. Here on an eight-acre campus are located the educational buildings of the University except that of the School of Law. Evening classes for the College of Liberal Arts are held at the University center on Huntington Avenue.

Richards Hall

Richards Hall at 360 Huntington Avenue contains over one hundred thousand square feet of floor space devoted to administrative and instructional purposes. On the first floor are the general administrative offices of the University. The University bookstore, the "Husky Hut" and the student checkroom are located on the ground floor. There are three large lecture halls and numerous classrooms and laboratories. The office of the Director of the evening courses of the College of Liberal Arts is located on the first floor of this building.

New Building

This building contains forty-two thousand square feet of floor space. Here are located the Chemical Engineering and Biological laboratories, a large Commons Room open to day and evening students, and eighteen classrooms and lecture halls.

East Building

This building contains the general University library, classrooms, and certain laboratories.

South Building

The South Building of the University contains certain laboratories, a large lecture hall, and several classrooms.

Beacon Hill Building

The Beacon Hill Building, located at 47 Mt. Vernon Street, within a few minutes' walk of the State House, and occupied exclusively by the Law School, contains administrative offices, a library, classrooms, student lounges, and other facilities.

TRANSPORTATION

The University center is easily reached from the various railroad stations and from all points on the Boston Elevated System. The new Huntington Avenue Subway comes to the surface at the University center. Ample parking space is available for the use of students coming by automobile.

THE COLLEGE OF LIBERAL ARTS

Evening Courses

STATEMENT OF PURPOSE

The College of Liberal Arts through its evening courses offers a program in general education and a special pre-legal program preparing for admission to Northeastern University School of Law.

By conducting its classes at convenient evening hours, it gives high school graduates who are obliged to seek work immediately upon graduation an opportunity to continue their education. In general those who seek admission to the evening classes of the College of Liberal Arts are divided into two groups.

The first group is composed of those who wish to continue their education along cultural lines. The second group is composed of those who wish to prepare for admission to the School of Law. Under the rules of the Supreme Judicial Court in relation to the admission of attorneys in Massachusetts, an applicant is required to complete one-half of the work acceptable for a bachelor's degree in an approved college or university before he begins the study of law. The evening pre-legal program of the College of Liberal Arts is especially designed for those who wish to prepare for admission to either the day or evening division of the Northeastern University School of Law.

Increasingly the value of a broad cultural education is being realized. This is recognized in the pre-legal study required before admission to law school in nearly all states. It is also recognized in newly required courses of a cultural nature for accounting and engineering training. This cultural education is obtainable either before or after the completion of one's specific vocational training. Not only is a cultural education valuable in and of itself, but from a strictly vocational point of view it is highly important, the broadly educated man or woman in many instances having a distinct advantage so far as vocational advancement is concerned.

REQUIREMENTS FOR THE DEGREE OF ASSOCIATE IN ARTS

Each evening course meets the same academic standards and carries the same semester hour credit as the corresponding course in the day program of the College of Liberal Arts. The courses, however, have been carefully selected to meet the needs of evening students.

The following requirements must be fulfilled by candidates for the degree of Associate in Arts:

1. A candidate must complete a total of not less than sixty-eight semester hours of academic work with a degree of proficiency acceptable to the faculty.
2. A candidate must meet through his program of studies the minimum course requirements listed below:

	<i>Semester Hours Required</i>
Economics	4
English	14
Government	6
History	8
Psychology or Sociology	4
Science	8
Other Courses	24
	—
Total	68

The above requirements may be met by class attendance three nights a week, forty weeks each year for the three years. In some cases it may be advisable for the best interest of the student to take more than three years to complete this program.

Graduation with Honor

Candidates who have maintained an honor grade average will be graduated with honor. To be eligible for honors a student must have completed a minimum of two full years of study in the College of Liberal Arts.

REQUIREMENTS FOR A.B. OR S.B. DEGREE

Any student who completes the requirements for the Associate in Arts degree and who also meets the requirements for admission to the Day College may become a candidate for a bachelor's degree in the College of Liberal Arts by completing an additional sixty-seven semester hours of work and by meeting major, minor and language requirements in the Day College.

ADMISSION REQUIREMENTS

Applicants for admission to the evening courses as candidates for the degree of Associate in Arts must qualify by one of the following methods:

1. Graduation from an approved course of study in an accredited secondary school.
2. Completion of fifteen secondary school units with a degree of proficiency satisfactory to the Department of Admissions.

Applicants who later desire to qualify for the A.B. or S.B. degree or to enter law school must have included in their secondary school course the prescribed subjects in either Group A or Group B.

Group A		Group B	
English.....	3	English.....	3
*Foreign Language.....	3 or 4	Mathematics.....	2 or 3
(Ancient or Modern)		Natural Sciences.....	1
Social Sciences.....	2	**Electives.....	8 or 9
**Electives.....	6 or 7		
Total.....	15	Total.....	15

*One year of a foreign language is not accepted. Therefore, this requirement may consist either of three years of one language or two years of each of two languages.

**Not less than four of the "electives" must be in one or more of the following academic branches: Languages, Natural Sciences, Mathematics, Social Sciences, History.

LAW — LIBERAL ARTS

(Combined Program)

The combined curriculum in the College of Liberal Arts and the School of Law enables students to reduce by one year the time ordinarily required for obtaining the A.B. or S.B. and the LL.B. degree. Students who have completed before entering the School of Law a total of 105 semester hours of academic work, of which at least 70 must have been earned in the Northeastern University College of Liberal Arts, and who have fulfilled all other graduation requirements, will receive the A.B. or S.B. degree upon the satisfactory completion of the full first year program in the Day Division of the School of Law. Students who enter the Evening Division of the School of Law will be eligible for the first degree upon satisfactory completion of the full equivalent of the first year of the day Law School program.

In both instances the first degree will be conferred at the next commencement following determination of eligibility for the first degree.

BIOLOGY

The following courses are offered for those wishing further study in the field of Biology. The four courses comprise the Biology requirements for the Pre-Medical, Pre-Dental and Pre-Veterinarian Programs.

B1e	General Zoology	3 semester hour credits
B2e	General Botany	3 semester hour credits
B5e	Vertebrate Zoology	2 semester hour credits
B6e	Vertebrate Zoology	2 semester hour credits

Associate in Science Program in CHEMISTRY

This program is a sequence of courses covering more than one-half of the course requirements in Chemistry for the Bachelor of Science Degree. The entire program can be completed in three years. The three-year period is based on prerequisite courses in college algebra, trigonometry and physics.

First Semester

Prerequisite: College Algebra, Trigonometry and Physics

First Year

	<i>Hours per Week</i>		<i>Hours per Week</i>
M3 Analytical Geometry	2½	M4 Integral Calculus.....	2½
M5 Differential Calculus		Ch2e General Chemistry.....	2½
Ch1e General Chemistry.....	2½	ChL2e General Chemistry	
ChL1e General Chemistry		Laboratory.....	3
Laboratory.....	3		

Second Year

Ch3e Qualitative Analysis...	2½	Ch4e Quantitative Analysis..	3
ChL3e Qualitative Analysis		ChL4e Quantitative Analysis	
Laboratory.....	6*	Laboratory.....	7**

Third Year

Ch5e Organic Chemistry.....	2½	Ch6e Organic Chemistry.....	2½
ChL5e Organic Chemistry		ChL6e Organic Chemistry	
Laboratory.....	3	Laboratory.....	3
Ch7e Physical Chemistry	3	Ch8e Physical Chemistry	3
ChL7e Physical Chemistry		ChL8e Physical Chemistry	
Laboratory.....		Laboratory.....	

*Meets two evenings per week — three hours per evening.

**Meets two evenings per week — one evening of three hours and the second four hours.

LABOR RELATIONS INSTITUTE

The management of labor relations presents the most vital and challenging aspect of our industrial development of the immediate future. Continuance of our American way of industrial democracy demands a harmonious understanding of the underlying principles of labor and industrial management for the peaceful adjustment of their common problems.

The Labor Relations Institute of Northeastern University was organized to serve this need. It is dedicated to the service of both labor and management. It directly concerns the work of industrial and labor executives, plant managers, personnel directors, union shop councillors and stewards. Teachers in the fields of management and the social sciences will also find that the program provides a valuable academic background for their instruction.

PROGRAM OF COURSES

Required Courses

LABOR-MANAGEMENT RELATIONS — The history and development of Collective Bargaining	COLLECTIVE BARGAINING II — The Labor Contract
COLLECTIVE BARGAINING I — Government and Labor-Management Relations	LABOR RELATIONS SEMINAR — Case studies in Collective Bargaining

Elective Courses

ACCOUNTING AIDS TO MANAGEMENT	MOTION STUDY
CONFERENCE LEADERSHIP	ADVANCED MOTION STUDY
GRIEVANCE ANALYSIS & PROCEDURE	PERSONNEL ADMINISTRATION
INDUSTRIAL PSYCHOLOGY	PSYCHOMETRIC TESTING IN INDUSTRY
INDUSTRIAL SAFETY	PUBLIC SPEAKING
JOB EVALUATION, MERIT RATING	TIME STUDY
JOB RELATIONS AND SUPERVISORY TRAINING	ADVANCED TIME STUDY
	WAGE ADMINISTRATION

To complete the program for a certificate requires two evenings a week for two years. It is designed to accommodate those students wishing to take individual courses in preference to the full program. The courses have college credits in either the College of Liberal Arts or the School of Business upon prior approval of the dean of the respective school.

GENERAL INFORMATION

Advanced Standing

Students transferring from approved colleges will be admitted to advanced standing provided their records warrant it. Whenever a student enters with advanced standing and later proves to have inadequate preparation in any of his prerequisite subjects, the faculty reserves the right to require the student to make up such deficiencies.

Application for Admission

The college year begins in September. Students are also admitted at the beginning of the second semester to courses for which they have the required background.

Each applicant for admission is required to file an application blank setting forth his previous education and the name of one person to whom reference may be made concerning his character and previous training.

Inside the back cover of this catalogue is an application blank. It should be filled out in ink and forwarded to the Director of the Evening Courses of the College of Liberal Arts, Northeastern University, 360 Huntington Avenue, Boston 15, Massachusetts. Upon receipt of the application, the Director obtains the previous school records, the statement from the reference and, after considering these, informs the applicant as to his eligibility for admission.

Applications should be filed preferably before the registration period, thus allowing time to determine eligibility for admission and to adjust any schedule problems before the opening night. Applicants are urged to visit the school for a personal interview if it is possible for them to do so.

Applicants seeking advanced standing should arrange to have transcripts of their previous college records forwarded with their application.

Registration

The filing of the application for admission does not constitute registration. All students are required to register at the college and arrange for the payment of their tuition during the registration period. (See calendar, page 4.)

Attendance and Examinations

Attendance is required of all students at recitations and lectures continuously throughout the academic year.

Regular final examinations are held at the close of each course.

No student will be permitted to take a final examination in a course who has been present at less than seventy per cent of the lectures. To be

entitled to attendance credit a student must be present at least one hour in a one and one-half hour lecture.

Make-up examinations are scheduled in March and September of each year. (See calendar, page 4.) Unsatisfactory and incomplete grades must be removed not later than the next school year following that in which they were received.

Grades

The work of each student shall be graded upon examinations according to the following scale:

A	Superior	} Honor Grades
B	Above average	
C	Average	
D	Lowest passing grade	
E	Unsatisfactory*	
F	Failure**	
I	Incomplete — no examination***	

Honor List

The Honor List, issued at the end of each semester, contains the names of all students taking a full program who have an honor grade average in all subjects with no grade below "C" in any subject.

Scholarships

Partial tuition scholarships are awarded annually to the two highest ranking students of the freshman and middler classes. These awards are made during the summer and are based on the record made during the previous school year.

Freshman Class — One \$80.00 scholarship is awarded to the highest ranking student.

One \$40.00 scholarship is awarded to the second highest ranking student.

Middler Class — Similar awards are made to the two highest ranking students.

In order to be eligible for these awards, students must fulfill the following conditions:

1. They must be carrying a full program — not less than twenty semester hours.
2. They must register for a full program in the fall succeeding the award.

* An unsatisfactory grade may be made up by taking the make-up examination and obtaining a satisfactory grade.

** A failure may be made up only by repeating the course in its entirety and obtaining a satisfactory grade.

*** An incomplete grade may be made up by taking the next make-up or regular examination.

TUITION AND FEES

Application Fee

An application fee of \$5.00 is required when the application for admission is filed. This fee is not refundable.

Tuition

May 27, 1947

Effective September 1, 1947, the charge for tuition will be at the rate of \$8.00 per semester hour. Students may register for a full program of twenty-four semester hours or any portion thereof. This does not constitute any change in the rate of tuition from the present. However, the policy of establishing a maximum for a full program will be discontinued and each student will be charged according to the number of semester hours for which he registers.

Tuition will be payable in four installments. The first installment is due on or before the date of starting classes. The remaining installments will become due on November 17, February 2, and April 12.

University Fee

Effective September 1, 1947, the University Fee will be discontinued. This charge will be absorbed in the tuition

Late Payment Fee

Students who do not pay their quarterly tuition bills during the week when they are due must pay a late payment fee of \$1.25. This is a fixed fee and does not vary with the amount of the tuition bill.

Examination Fees

A fee of \$2.00 is charged for each make-up examination taken by a student.

Graduation Fee

A graduation fee of \$5.00 is charged each student during the senior year. This fee is payable with the fourth installment of tuition on April 29.

Payments

Checks or money orders should be drawn payable to Northeastern University.

Withdrawals and Refunds

In the event a student is obliged to withdraw from the school for causes deemed adequate by the Committee on Administration, the unused tuition may be refunded in accordance with the regulations governing refunds.

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Make-up examinations are scheduled in March and September of each year. (See calendar, page 4.) Unsatisfactory and incomplete grades must be removed not later than the next school year following that in which

ranking students of the freshman and middler classes. These awards are made during the summer and are based on the record made during the previous school year.

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One \$40.00 scholarship is awarded to the second highest ranking student.

Middler Class — Similar awards are made to the two highest ranking students.

In order to be eligible for these awards, students must fulfill the following conditions:

1. They must be carrying a full program — not less than twenty semester hours.
2. They must register for a full program in the fall succeeding the award.

* An unsatisfactory grade may be made up by taking the make-up examination and obtaining a satisfactory grade.

** A failure may be made up only by repeating the course in its entirety and obtaining a satisfactory grade.

*** An incomplete grade may be made up by taking the next make-up or regular examination.

TUITION AND FEES

Application Fee

An application fee of \$5.00 is required when the application for admission is filed. This fee is not refundable.

Tuition

A full-year program for 1945-1946 will consist of twenty-four semester hours and all students carrying such a program are charged \$160 which is payable in four installments. The first installment is \$35 and is due on September 7. The remaining installments are due as follows: \$45, November 26; \$40, February 11; \$40, April 29. Students carrying less than a full program of twenty-four semester hours are charged at the rate of \$8 per semester hour.

University Fee

All students enrolled in any school of the University are charged a University Fee which is based on the number of semester hours for which the student is enrolled. The charge is fifty cents per semester hour of class work, not to exceed \$10 in any one year. This fee covers in part library costs, general material costs, general university service charges and similar items for which separate fees are frequently charged by other colleges and universities. For students enrolled for programs extending over the full year this fee is payable one-half with the September tuition payment and one-half with the February tuition payment. In the case of students enrolled for single courses the fee is payable at the beginning of the course.

Late Payment Fee

Students who do not pay their quarterly tuition bills during the week when they are due must pay a late payment fee of \$1.25. This is a fixed fee and does not vary with the amount of the tuition bill.

Examination Fees

A fee of \$2.00 is charged for each make-up examination taken by a student.

Graduation Fee

A graduation fee of \$5.00 is charged each student during the senior year. This fee is payable with the fourth installment of tuition on April 29.

Payments

Checks or money orders should be drawn payable to Northeastern University.

Withdrawals and Refunds

In the event a student is obliged to withdraw from the school for causes deemed adequate by the Committee on Administration, the unused tuition may be refunded in accordance with the regulations governing refunds.

DESCRIPTION OF COURSES

Not all courses are offered every year. The University reserves the right to withdraw any course in which there are less than eight enrollments.

ECONOMICS

Ec 3e Economic Principles

A thorough grounding in the fundamental principles and laws of economics is the aim of this basic course. The main topics include the nature and organization of production, the nature and importance of wants, the relation of money and prices, the process of exchange, and the nature of international trade.

2 semester hour credits

Ec 4e Economic Principles

A continuation of Ec 3e. A careful analysis is made of the determination of price under conditions of competition and monopoly, and of the distribution of wealth and income in the form of wages, economic rent, interest, and profits. The elements of insurance are discussed in connection with profits.

Preparation: Ec 3e

2 semester hour credits

Ec 12e Economic Systems

After developing various criteria for evaluating the different economic systems, the course proceeds to a comparative analysis of capitalism, co-operation, socialism, communism, and fascism. The problems of economic planning receive particular attention.

Preparation: Ec 3e, Ec 4e

2 semester hour credits

ENGLISH

E 1-Ae English I

The aim of this course is to help the student attain competence in the understanding and evaluating of modern literature and in written expression. It includes a review of the structural essentials of the English language, various written assignments, and the study of essays and informational articles.

2 semester hour credits

E 2-Ae English I

Continuing the general purposes of E 1-Ae, this course proceeds to a study of the special problems of description and narration, and to a critical reading of poems, short stories, and plays.

2 semester hour credits

E 5e Advanced Composition

The technique of writing in the shorter literary form will be studied in detail and applied systematically toward the building up of the student's individual style. A part of the time each week will be devoted to personal conference between the student and the instructor.

Preparation: E 1-Ae, E 2-Ae

2 semester hour credits

E 6e Advanced Composition

The continuation of the technique of writing and the building up of an individual style for the student.

Preparation: E 5e

2 semester hour credits

E 13e Effective Speaking

This course offers practical training in the preparation and presentation of the various types of speeches. The instruction is planned to eliminate defects of voice, posture, and delivery, and to develop in the student an ability to speak easily, naturally, and forcefully.

1 semester hour credit

E 14e Effective Speaking

Continued practice in impromptu and extempore speaking, organization of material, consideration of the audience, and vocabulary building form the basis of the course.

Preparation: E 13e

1 semester hour credit

E 15e Survey of English Literature

A survey of English literature to 1800. After a brief study of the social and political background of each literary period, the writing of the period is considered, and the more important writers are studied and read in detail. The purpose of the course is to give the student an appreciation of English literature as a whole, and an intimate knowledge of its major figures.

2 semester hour credits

E 16e Survey of English Literature

A survey of English literature from 1800 to the present century. The outstanding writers are read, studied, and related to the general background of nineteenth-century England. The purpose of the course is to give the student an understanding of the writers who contributed most to the formation and development of modern literature in England.

2 semester hour credits

E 25e American Literature to 1860

A survey of American literature from colonial times to the triumph of the transcendental movement in New England. The work of Bryant, Irving, Cooper, Poe, Emerson, Thoreau, Lowell, Holmes, Longfellow, and Melville will be emphasized.

2 semester hour credits

E 26e American Literature After 1860

Continuing E 25e, the course will consider the rise of realism after the Civil War, the development of American humor, the appearance of local color writers, and modern trends since 1900.

2 semester hour credits

GOVERNMENT**Gv 1e American Government and Politics**

The study of our National Government with respect to its organization and function; its powers and limitations under the Constitution; its legislative, administrative, and judicial machinery under the party system of government and bureaucracy.

2 semester hour credits

Gv 2e American Government and Politics

A more detailed study of the relationships of our federal, state, and municipal governments, including an analysis and comparison of the various state governments and types of municipal government with respect to state and local agencies for carrying out the executive, legislative, and judicial functions of government in a democratic country.

2 semester hour credits

Gv 3e Comparative Government

The older governments of Europe, those principally of Great Britain and France, but also of Switzerland and the Scandinavian countries, are described and analyzed in this course. Institutions are compared in these various states with reference to America and the newer governments of Europe. *2 semester hour credits*

Gv 4e Comparative Government

A study of the newer governments of Europe, as found in Germany, Italy, and the Soviet Union. Democracy and dictatorship are analyzed as different modes of life and rule. These states are compared to each other, to the older governments of Europe, and to the United States. *2 semester hour credits*

Gv 8e Modern Political Theory

A critical study is made of the major developments in political theory since Bentham, with special reference to the influence of these developments upon American politics and political institutions. Attention is paid to the modern conflict between the democratic and the totalitarian conceptions of the state. *2 semester hour credits*

HISTORY**H 1e History of Civilization**

This is primarily a background course. Introductory lectures deal with primitive society, the development of language and writing, and the early contributions of Egypt and Asia. More detail is given to the structure of Greek and Roman society, the rise of the Christian Church, the barbarian invasions of the Empire, the growth of Islam, and the life of the early Middle Ages. *4 semester hour credits*

H 2e History of Civilization

This course deals with the growth of the monarchies in Europe, the medieval Church, the art and literature of the Renaissance and Reformation, the economic revolution, the Age of Reason in France and England, the Old Regime and the Revolution in France, and the growth of science and industrialism.

As in H 1e, the emphasis is upon the cultural rather than the political history of Europe. *4 semester hour credits*

H 9e The United States to 1865

This course is an interpretation of the events which shaped the American nation to the Civil War. Social customs, economic influences, racial contributions, and humanitarian movements are not neglected, though the political history is stressed. *2 semester hour credits*

H 10e The United States Since 1865

Major attention is given to the social, economic, and political foundations of recent history in this survey of the transition of America from an agricultural to an urban industrialized society since the Civil War. Consideration is given to the problems arising with the emergence of America as a world power. *2 semester hour credits*

H 13e English Constitutional History

This course is devoted to a consideration of the English constitution and of the common law; local government vs. central government; the origin and growth of Parliament; the development of the British cabinet system; and a comprehensive study of statutes and documents. *2 semester hour credits*

H 14e American Constitutional History

In this course a study is made of the historical development of the United States Constitution with particular emphasis on its progressive adaptation to a changing social and economic order. *2 semester hour credits*

PHILOSOPHY**Ph 1e Introduction to Philosophy**

This introductory course combines the historical and systematic approaches to the subject. The historical treatment includes a survey of the chief philosophers and the development of basic philosophical ideas. The systematic treatment presents the several types of philosophy, such as realism, materialism, idealism, and pluralism. The place of philosophy is considered in its relation to ethics, religion, and natural sciences. The course both acquaints the student with facts about philosophy and trains him to think philosophically. *2 semester hour credits*

Ph 2e Problems of Philosophy

The chief systems of thought are applied to what may be termed the persistent problems of philosophy. The problems are to be found in the fields of epistemology, teleology, and metaphysics. The following topics suggest representative problems which will be studied: the relation between mind and body, the nature and extent of freedom of the will, the validity of knowledge, and the bearing which the more recent views in physics and psychology have upon related philosophical problems.

Preparation: Ph 1e

2 semester hour credits

PHYSICS**P 1-Ae Survey of the Physical Sciences**

The purpose of the course is to give a definite conception of the physical world to those students who ordinarily would not elect a science course but who need to know something about the contributions and the place of the physical sciences in contemporary civilization. This course begins with a study of the universe and solar system. Consideration is given to the principles of distance, mass and weight, and the simple dynamics of bodies. The earth is studied from the viewpoint of its geological, meteorological, and chemical aspects, these main fields introducing a non-mathematical discussion of magnetism, heat, and electricity.

4 semester hour credits

P 2-Ae Survey of the Physical Sciences

In this course, which continues P 1-Ae, the phenomena of light are taken up. Following this, consideration is given to spectroscopy and matter structure, the periodic table, acids, bases, salts, and organic compounds. The course concludes with a discussion of certain aspects of physics which are of practical importance in the household, such as heating, lighting, refrigeration, and electrical appliances.

4 semester hour credits

PSYCHOLOGY**Ps 1e Introduction to Differential Psychology**

An elementary survey of the psychology of individual differences including personality differences, together with a presentation of some of the practical applications of the findings of differential psychology. *2 semester hour credits*

Ps 2e General Psychology

An introduction to general experimental psychology. The topics considered include learning, memory, thought, imagination, motivation, emotion, sensation, and perception.

Preparation: Ps 1e

2 semester hour credits

Ps 7e Social Psychology of Everyday Life

A course devoted to the psychological examination of some of the phenomena observable in everyday social life. This includes an analysis of the socialization process, the development and role of language in everyday life, and those problems which are particularly important in wartime — propaganda, rumor, and morale.

2 semester hour credits

Ps 9e Psychology of Personality

Presents a survey of historical and contemporary theories of the nature of personality. The problems of the generality of traits, the consistency of expression, and the relation of cultural factors to personality, growth, and integration will be discussed.

Preparation: Ps 2e

2 semester hour credits

Ps 10e Abnormal Psychology

An introduction to the field of psychopathology. The psychology of the neuroses and the minor disturbances of everyday life are emphasized. Interpretation of clinical findings in the light of some contemporary schools of psychology is included.

Preparation: Ps 9e

2 semester hour credits

SOCIOLOGY**S 1e Introduction to Sociology**

In presenting a survey of the origins and sources of human society, this study provides orientation for the courses in principles and problems which follow. The several theories of organic evolution are discussed. The antiquity of man and basic anthropological data are considered. The racial and ethnic groupings of man are then studied in the light of biological, geographical, and cultural factors.

2 semester hour credits

S 2e Principles of Sociology

Facts and principles basic to a general knowledge of the field of sociology are presented. The origins, forms, and forces of human associations are discussed. Consideration is given the several leading schools of sociological thought. The course is

designed to meet the needs of the student who desires only an elementary survey of the subject, as well as the student who plans to take advanced courses in social science.

2 semester hour credits

S 3e Social Problems

Attention is given the nature, complex causation, and interrelatedness of social problems in general. Cultural change, with its attendant lags, as well as other social forces and conflicts are studied. While sociological theory is occasionally introduced to clarify the problem at hand, the course is essentially practical in character. Such problems as poverty and unemployment, race antagonisms, population pressures, and the broken home are considered. Optional field trips to various institutions give concreteness to the problems studied.

Preparation: S 1e, S 2e

2 semester hour credits

S 4e Social Pathology

Similar to the course in Social Problems in background and approach, this study deals with the maladjustments and ills of human society. Emphasis is given those pathological conditions which exist in relations between the individual and the group. Typical subjects presented include mental defectiveness and disease, alcoholism and drug addiction, suicide, delinquency and crime, and pathologies of domestic relations. The field trips arranged for this course add to the practical knowledge of the social ills which are studied.

Preparation: S 1e, S 2e

2 semester hour credits

S 7e Principles of Social Ethics

To clarify the meaning of morality in social relations is the aim of this study. Right and wrong conduct is analyzed in the light of the highest values for human society. Moral laws are discussed, and the various systems of ethics are evaluated. Scientific attitudes are encouraged in order that one's moral judgments may be compatible with one's best reflective thought.

Preparation: S 1e, S 2e

2 semester hour credits

CHEMISTRY

Ch 1e General Chemistry

The fundamental ideas of matter and energy; the properties of gases, liquids, and solids; molecular weights; equations, atomic structure, classification of the elements; ionic reactions; the chemistry of the non-metals; and radioactivity are among the topics which are covered in the course.

3 semester hour credits

Ch 2e General Chemistry

A continuation of Ch 1e. Modern ideas covering the theory of solutions of electrolytes are discussed together with experimental facts. The chemistry of the metals is covered thoroughly, and time is devoted to an introduction to organic chemistry. The latter part of the course is given to qualitative analysis with particular emphasis on the laboratory work.

Preparation: Ch 1e

3 semester hour credits

Ch 3e Qualitative Analysis

The object of this course is to give the student knowledge of the various fundamental qualitative laws and principles. A portion of the time is devoted to the formulation of numerical terms which are essential to the understanding of the mass action law, ionic equilibria, solubility product, hydrolysis, and redox instants. The use of the newer spot tests is stressed and, where possible, their reactions explained. Whenever necessary, lectures demonstrating the various semi-micro techniques are given, as well as those designed to illustrate more fundamental properties of solutions.

Prerequisite: Ch 1e, Ch 2e

3 semester hour credits

Ch 4e Quantitative Analysis

It is the purpose of this course to give to the student a realization of the scientific development of quantitative methods. Each of the major operations such as weighing, measurement of volumes, titration, filtration, ignition, and combustion, is considered from the standpoint of the theoretical principles involved, and with due consideration of the manipulative technique necessary.

This is followed by the combination of these operations and their application to actual analysis, including a comprehensive study of volumetric methods.

After consideration of gravimetric analysis and of systematic mineral procedures, the remainder of the course consists of a critical discussion of common technical methods, including the standard ones for the analysis of steel, non-ferrous alloys, fuels, oils, gas, water, fertilizers, foods, etc.

As the correct calculation of analytical results is of no less importance than the actual procedures of analysis, a number of problems forms a very important part of the course.

Preparation: Ch 3e

Must be taken concurrently: ChL 4e

4 semester hour credits

Ch 5e-6e Organic Chemistry

A study of the basic principles of the aliphatic organic compounds. The resemblance of classes is stressed, and emphasis is placed on genetic charts. The industrial significance of the subject is discussed to show the practical nature of organic chemistry.

The course then deals with the preparation and characteristic reactions of the aromatic organic compounds. Special attention is given to polymerization, diazotization, dyes, and the use of catalysts, nitration, and sulphonation.

The last part of this course includes a study of the preparation and reactions of heterocyclic and alicyclic compounds.

Prerequisite: Ch 1e, Ch 2e

Must be taken concurrently: ChL 5e-6e

6 $\frac{3}{4}$ semester hour credits

Ch 7e Physical Chemistry

This course begins with a short resume of the field of physical chemistry, and its relationship to the other courses in chemistry and chemical engineering. Following this, atomic and molecular weights, and the properties of gases, liquids, solids, ionized, non-ionized, and colloidal solutions are taken up.

Prerequisite: Ch 4e

Preparation: ChL 4e

3 semester hour credits

Ch 8e Physical Chemistry

A continuation of Ch 7e, this course includes a consideration of the following topics: rates of reaction, homogeneous and heterogeneous equilibrium, and thermochemistry.

Prerequisite: Ch 4e

Preparation: Ch 7e

2½ semester hour credits

CHEMISTRY LABORATORY**ChL 1e General Chemistry Laboratory**

This course is coordinated with the lectures of Ch 1e. The student performs a series of experiments that stress some of the fundamental principles discussed in the lecture class.

1 semester hour credit

ChL 2e General Chemistry Laboratory

After a few preliminary experiments on electrolysis, complex ions, hydrolysis, and solubility product the student learns to use a qualitative analysis scheme. Several "unknown" substances are analyzed.

Prerequisite: ChL 1e

1 semester hour credit

ChL 3e Qualitative Analysis Laboratory

This course, which is carried out on a semi-micro scale, applies the material covered in Ch 3e to actual problems. After some preliminary experiments, certain procedures are combined and the separations and identifications made on both known and unknown solutions. Finally, these are combined into a complete, systematic scheme which is applied to artificially prepared mixtures and industrial materials. Careful manipulations, thoroughness in observation, and accuracy in arriving at conclusions are expected of each student.

Prerequisite: Ch 1e, Ch 2e

Must be taken concurrently: Ch 3e

2½ semester hour credits

ChL 4e Quantitative Analysis Laboratory

This is a laboratory course intended to illustrate by actual use the various analytical methods considered in Ch 4e. After certain preliminary experiments designed to acquaint the student with the apparatus used, volumetric analysis, including acidimetry and alkalimetry, oxidation, reduction, and precipitation methods are taken up.

This is followed by gravimetric analysis not only the usual illustrative gravimetric determinations, but also electrolytic, electrometric, combustion, and optical methods.

In the latter half of the course actual industrial methods are used so that at its completion the students should be able to perform satisfactorily any ordinary analysis.

Preparation: ChL 3e

Must be taken concurrently: Ch 4e

3¼ semester hour credits

ChL 5e Organic Chemistry Laboratory

Preparations and reactions designed to teach the laboratory technique involved in organic chemistry. The method of keeping notes on the work performed and reactions involved is stressed.

Prerequisite: Ch 1e, Ch 2e

Must be taken concurrently: Ch 5e

1¼ semester hour credits

ChL 6e Organic Chemistry Laboratory

This is a continuation of ChL 5e. The preparations in this course serve to acquaint the student with such types of chemical reactions as sulphonation, the Grignard reaction, the Perkins reaction, Skraup's synthesis, the Friedal-Crafts reaction, and the preparation of dyes.

In addition to the manipulation techniques taught in ChL 5e, this course introduces the use of vacuum distillations, fractional crystallization, and separations by physical and chemical means.

Preparation: ChL 5e

Must be taken concurrently: Ch 6e

1¼ semester hour credits

ChL 7e Physical Chemistry Laboratory

This course carries into actual practice the theory discussed in Ch 7e. Experiments include Determination of Vapor Density, Densities of Gas by Effusion Method, Surface Tension of Liquids and Viscosity of Liquids.

Preparation: ChL 4e

Credit combined with Ch 7e

ChL 8e Physical Chemistry Laboratory

A continuation of ChL 7e, this course covers experiments in Vapor Pressure of Liquids; Solubility Curve for a Pair of Liquids, Liquid-Vapor Equilibrium Curve, Distillation with Steam and Index of Refraction.

Preparation: ChL 7e

Credit combined with Ch 7e

BIOLOGY**B 1e General Zoology**

An introductory course dealing with the basic principles of zoology. A survey of the main types of animals; their classification, structure, life history, distribution, and economic value. The laboratory work illustrates the lectures.

3 semester hour credits

B 2e General Botany

An introductory course dealing with the basic principles of botany. A general survey of the more important plant types throughout the vegetable kingdom; their classification, structure, life history, distribution, and economic value. The fundamentals of plant physiology are stressed. The laboratory work illustrates the lectures.

3 semester hour credits

B 5e Vertebrate Zoology

This course deals with the comparative anatomy of the integument; the skeletal, muscular, digestive and respiratory systems of the principal classes of vertebrates. The laboratory work consists of detailed dissection of representative types.

Prerequisite: B 1e

2 semester hour credits

B 6e Vertebrate Zoology

Continues and presupposes course B 5e. In this part of the course, the lectures deal with the comparative anatomy of the vascular, excretory, reproductive and nervous systems together with the organs of special sense of the principal classes of vertebrates. The laboratory work consists of detailed dissection of representative types.

Preparation: B 5e

3 semester hour credits

NORTHEASTERN UNIVERSITY
COLLEGE OF LIBERAL ARTS
Evening Courses

360 Huntington Avenue, Boston 15, Mass.

A fee of five dollars must accompany this application. Make checks, money orders, or drafts payable to Northeastern University. **This fee is not refundable.**

Application
Received by
Date.....

APPLICATION FOR ADMISSION

Date.....19....

To the Director:

Mr.
Mrs.

I (Print name in full) Miss..... (First)
..... (Middle)
..... (Last)

hereby apply for admission to the Evening Courses of the College of Liberal Arts, as a candidate for the degree of Associate in Arts.

I plan to take the program checked below, and wish to enter with the term beginning month 194....

☐ General Program
☐ Chemistry

☐ Pre-Legal Program
☐ Biology

☐ Special Courses
☐ Labor Relations

I do intend to continue in the Day Division to complete the requirements for the A.B. or S.B. degree if circumstances permit.
I do not

To enable you to determine my eligibility for admission I am furnishing the following information:

Mail
Address: Street..... City..... State.....

Home
Address: Street..... City..... State.....

Place of birth..... Date of birth..... Age..... years..... mos.....

Are you a citizen of the United States?..... Race..... Religion.....

Name and address of parent or guardian if under 21 years of age.....

.....

I have attended the following schools above the eighth grade. (Include other schools of the Northeastern University System and if you have attended other universities designate the school.)

NAME OF SCHOOL	LOCATION — CITY, STATE	Check Years Attended				Year Left	Year of Graduation	Degree if any
		1	2	3	4			

Course taken in high school (college, general, etc.)

I request advanced standing credit and will furnish transcript for previous college work completed at.

.....

For information relative to my character and general ability, I refer you to the following person who is not a student or relative:

Name.....Street.....

City.....State.....Occupation.....

I first learned of Northeastern University through.....

Following is the name and address of the person who recommended that I enter the University.

.....

.....
Usual signature

Approved for admission as a special student with.....units credited.
regular

.....Date.....
Director

NORTHEASTERN UNIVERSITY

COEDUCATIONAL

College of Liberal Arts

Offers a broad program of college subjects serving as a foundation for the understanding of modern culture, social relations, and technical achievement. Varied opportunities available for vocational specialization. Degree: Bachelor of Science or Bachelor of Arts.

College of Engineering

Offers curricula in Civil, Mechanical (with Industrial and Aeronautical options), Electrical, and Chemical Engineering. Classroom study is supplemented by experiment and research in well-equipped laboratories. Degree: Bachelor of Science in the professional field of specialization.

College of Business Administration

Offers curricula in Accounting, Marketing and Advertising, and Industrial Administration. Each curriculum represents in itself a broad survey of business technique, differing from the others chiefly in emphasis. Degree: Bachelor of Science in Business Administration.

School of Law

Offers day and evening undergraduate programs admitting those who present a minimum of one-half of the work accepted for a bachelor's degree in an approved college or its full equivalent, each program leading to the degree of Bachelor of Laws. Coeducational.

School of Business

Offers curricula through evening classes leading to the degree of Bachelor of Business Administration with appropriate specification in Accounting, Management, and Engineering and Business. Preparation for C.P.A. examinations. Intensive programs arranged to meet special needs.

Evening Courses of the College of Liberal Arts

Certain courses of the College of Liberal Arts are offered during evening hours in the fields of Economics, English, History, Government, Psychology, and Sociology. A special program preparing for admission to the School of Law is also available. The program is equivalent in hours to one-half the requirements for the A.B. or S.B. degree. Special courses also available. Associate in Arts degree conferred.

The Colleges of Liberal Arts, Engineering, and Business Administration offer day programs and are conducted on the Co-operative Plan. After the freshman year students may alternate their periods of study with periods of work in the employ of business or industrial concerns. Under this plan they gain valuable experience and earn a large part of their college expenses. Full-time curricula are available for students who do not desire the Co-operative Plan.

In addition to the above schools the University has affiliated with it and conducts: the Lincoln Technical Institute offering, through evening classes, courses of college grade in various fields of engineering leading to the degree of Associate in Engineering; and the Lincoln Preparatory School, an accredited evening school preparing for college entrance and offering other standard high school programs.

For further information regarding any of the above schools, address

NORTHEASTERN UNIVERSITY

Law School

47 Mt. Vernon Street

Other Schools

360 Huntington Avenue

Boston 15, Massachusetts
Telephone : KENmore 5800



LINCOLN TECHNICAL INSTITUTE

Evening Sessions



1947-1948

FORTY-SIXTH YEAR

College Courses in Engineering

INTERVIEWS

Prospective students, or those desiring advice or guidance regarding any part of the school work or curricula, are encouraged to arrange for personal interviews with the Dean or other officers of instruction. Career planning through competent guidance provides an understanding of professional requirements and develops that definiteness of purpose so vital to success.

OFFICE HOURS

SEPTEMBER 9, 1946 — JUNE 21, 1947

Monday — Friday 8:45 A.M.—9:00 P.M.
Saturdays 8:45 A.M.—1:00 P.M.

JUNE 23, 1947 — AUGUST 9, 1947

Monday and Thursday 8:45 A.M.—9:00 P.M.
Tuesday, Wednesday and Friday 8:45 A.M.—5:00 P.M.

AUGUST 11, 1947 — JUNE 19, 1948

Monday — Friday 8:45 A.M.—9:00 P.M.
Saturdays 8:45 A.M.—12:00 NOON, through August 30
 8:45 A.M.—1:00 P.M., September 6, 1947—June 19, 1948

CALENDAR

1947

Advanced Standing and Condition Examinations . .	SEPTEMBER	5
Classes Begin	SEPTEMBER	15
Legal Holiday. No Classes	OCTOBER	13
Legal Holiday. No Classes	NOVEMBER	11
Legal Holiday. No Classes	NOVEMBER	27
Final Class Session before Christmas Recess	DECEMBER	22

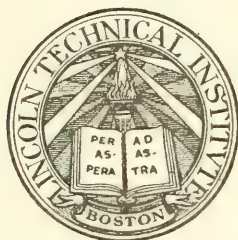
1948

First Class Session after Christmas Recess	JANUARY	5
Division B Classes Begin	JANUARY	5
Registration Period — <i>Second Semester</i>	JANUARY	26
Legal Holiday. No Classes	FEBRUARY	23
Legal Holiday. No Classes	APRIL	19
Legal Holiday. No Classes	MAY	31
Summer Term Classes Begin	JUNE	7
Commencement	JUNE	13

LINCOLN TECHNICAL INSTITUTE

*Evening Engineering Courses
of College Grade*

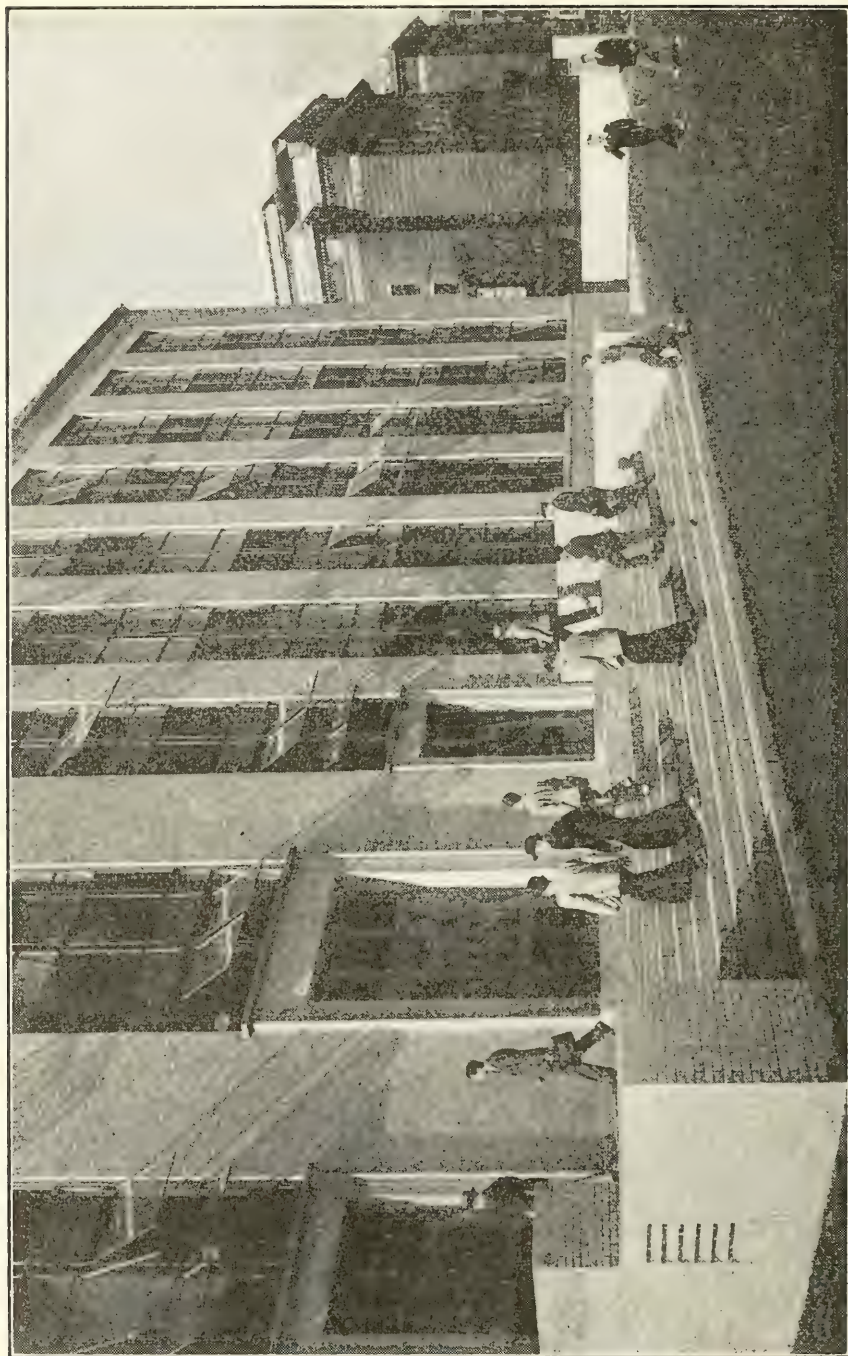
1947



1948

The Institute is situated at the entrance to the
Huntington Avenue subway within nine minutes
of Park Street and easily accessible from all points.

The Lincoln Technical Institute offers courses in Engineering leading to the Degree of Associate in Engineering which, through cooperation with Northeastern University Evening School of Business, carry credit toward the Degree of Bachelor of Business Administration in Engineering and Management awarded by Northeastern University.



Entrance to Richards Hall, Northeastern University, where many of the Institute courses meet

The Scientific Revolution

SUCH TREMENDOUS ADVANCES have been made in science and technology during the past thirty years that many have come to think of this period as one of "scientific revolution." The demands created by two world wars for materiel, and for equipment and methods of production, have advanced our scientific theories and engineering techniques far beyond the normal rate.

Many of these advances have placed us upon the threshold of awe-inspiring possibilities which will require the maximum resources of technical skills. The maintenance by our nation of a place of supremacy in the new world order will require that we continue an active program of scientific and industrial research. In this respect we have no choice if we wish to exert our influence in the shaping of the international pattern of the next generation.

All of these advances which make possible a more abundant life for all will require the services of an ever-increasing number of technically trained personnel. The world of tomorrow will present unlimited opportunities for those trained in technology to participate in the reconstruction program of a peacetime world.

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LINCOLN TECHNICAL INSTITUTE

BOARD OF TRUSTEES

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ERNEST BIGELOW FREEMAN

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FREDERICK SANFORD PRATT

ROGER PRESTON

STUART CRAIG RAND

JAMES LORIN RICHARDS

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CHARLES STETSON

EARL PLACE STEVENSON

ROBERT TREAT PAINE STORER

JAMES VINCENT TONER

OFFICERS OF ADMINISTRATION

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President

EVERETT AVERY CHURCHILL, A.B., Ed.D.

Vice-President

ALBERT ELLSWORTH EVERETT, B.C.E., S.B., M.B.A.

Director of Evening Program

DONALD HERSHEY MACKENZIE, B.Ch.E., S.B., Ed.M.

Dean

OFFICE STAFF

JEAN COLLAMORE KELLEY

Administrative Secretary

JANE ANN BURNS

Secretary-Recorder

PHEBE SOWLES

Secretary

NANCY JANE CARTER

Typist

DOROTHY ANN FAHEY

Bookkeeper

FACULTY

THE STRENGTH of any educational institution lies in the quality of its faculty. This is especially true in a technical institute devoted to the training of mature men and women most of whom are already employed in their chosen professions.

The instructional staff of the Lincoln Technical Institute is composed of men who have an active interest in the welfare of ambitious evening school students. They are men of culture and high ideals and are well qualified by training and experience to teach in their respective fields.

GEORGE H. ALLEN *Appointed 1947*
S.B. Massachusetts Institute of Technology, 1947; Instructor in Graphics, Massachusetts Institute of Technology.
Engineering Drawing

WILLIAM F. AMON, JR. *Appointed 1946*
S.B. Northeastern University, 1943; Research Chemist, Polaroid Corporation.
Organic Chemistry

WAYLAND S. BAILEY *Appointed 1939*
S.B. Massachusetts Institute of Technology, 1919; M.S. Lehigh University, 1928; Assistant Professor Testing Materials, Massachusetts Institute of Technology.
Applied Mechanics

HOLLIS BAIRD *Appointed 1945*
Instructor in Physics, Northeastern University; Consulting Engineer, Twentieth Century Fox Television.
Industrial Electronics, Communication Engineering, Frequency Modulation, Television
Chairman of the Department of Electronic Engineering

EDWARD BOBOFF *Appointed 1946*
B.M.E. Polytechnic Institute of Brooklyn, New York, 1940; Mechanical and Electrical Engineer, Boston Navy Yard.
Engineering Mathematics

FLETCHER S. BOIG *Appointed 1945*
B.S. Tufts College, 1932; M.S. Massachusetts Institute of Technology, 1933; Ed.M. Tufts College, 1937; Instructor in Chemistry, Northeastern University.
Chemistry
Chairman of the Department of Chemistry

EARL K. BOWEN *Appointed 1941*
B.S. Massachusetts State College, 1940; A.M. Boston University, 1942; Instructor in Statistics, Babson Institute.
Engineering Mathematics

EARL GEORGE BOYD *Appointed 1946*
A.B. University of Maine, 1920; M.A. Boston University, 1935; Head of Mathematics Department and Director of Mathematics for the city of Chelsea.
Advanced Mathematics

- EUGENE G. BRANCA *Appointed 1946*
S.B. Massachusetts Institute of Technology, 1931; S.M. Massachusetts Institute of Technology, 1932; Instructor of Mathematics, Roslindale High School; assigned to School for Veterans, Boston School Department.
Engineering Mathematics
- HAROLD B. BRISTOL *Appointed 1947*
A.B. Albion College, 1928; B.S.E.E. University of Michigan, 1932; Development Engineer, Harvey Radio Laboratories.
Direct and Alternating Current Theory
- CURTIS C. BROOKS *Appointed 1937*
B.M.E. Northeastern University, 1924; A.M. Boston University, 1937; Instructor in Mathematics, Framingham High School.
Engineering Mathematics, Applied Mechanics
- MICHAEL A. CANGIANO *Appointed 1946*
S.B. Harvard University, 1933; Instructor in Physics, Medford High School.
Engineering Mathematics
- FRANK H. CLARK *Appointed 1946*
S.B. Northeastern University, 1936; Application Engineer, Westinghouse Electric Corporation.
Electricity III-IV
- LAURENCE FULLER CLEVELAND *Appointed 1937*
B.S. Worcester Polytechnic Institute, 1929; M.S. Massachusetts Institute of Technology, 1935; Associate Professor of Electrical Engineering, Northeastern University.
Direct Current Machinery and Laboratory
Chairman of the Department of Electrical Engineering
- WILFRED JAMES COMBELLACK *Appointed 1939*
A.B. Colby College, 1937; M.A. Colby College, 1938; Ph.D. Boston University, 1944; Assistant Professor of Mathematics, Northeastern University.
Advanced Mathematics
Chairman of the Department of Advanced Mathematics
- EDWARD M. COOK *Appointed 1947*
A.B. Harvard University, 1935; Instructor in Mathematics, Northeastern University.
Advanced Mathematics
- OTIS F. CUSHMAN *Appointed 1937*
B.S. University of New Hampshire, 1932; M.S. University of New Hampshire, 1934; Associate Professor of Drawing, Northeastern University.
Engineering Drawing
- WARREN C. DEAN *Appointed 1947*
A.B. Boston University, 1931; M.A. Boston University, 1940; Assistant Professor of Mathematics, Northeastern University.
Engineering Mathematics
Chairman of the Department of Engineering Mathematics
- JOHN JAMES DEVINE *Appointed 1939*
B.S. Rhode Island State College, 1927; M.S. Brown University, 1936; Assistant Professor of Drawing, Northeastern University.
Engineering Drawing
- GILMORE COLBY DICKEY, JR. *Appointed 1944*
Associate in Engineering, Lincoln Technical Institute, 1943; Research Engineer, Massachusetts Institute of Technology.
Direct Current Machinery, Lecture and Laboratory

- NORMAN A. DUBOIS *Appointed 1946*
B.S. Massachusetts Institute of Technology, 1901; M.A. Brown University, 1903;
Ph.D. Brown University, 1905; Instructor in Chemistry, Northeastern University.
Chemistry
- GEORGE H. DURGIN *Appointed 1947*
A.B. Harvard College, 1915; Ed.M. Harvard University, 1928; Mathematics In-
structor, State Teachers College, Bridgewater, Massachusetts.
Engineering Mathematics
- WALTER C. EBERHARD *Appointed 1946*
S.B. Massachusetts Institute of Technology, 1914; Assistant Professor of Drawing
and Descriptive Geometry, Massachusetts Institute of Technology.
Engineering Drawing
- CHARLES PHILIP ENGELHARDT, JR. *Appointed 1942*
B.S. Harvard University, 1928; Master of Architecture, Harvard University, 1930;
Engineer, John R. Nichols.
Engineering Drawing
- MARTIN W. ESSIGMANN *Appointed 1940*
B.S. Tufts College Engineering School, 1938; S.M. Massachusetts Institute of Tech-
nology, 1947; Assistant Professor of Electrical Engineering, Northeastern University.
Alternating Current Machinery
- HARRY FERGUSON *Appointed 1946*
B.S. Boston University, 1939; Graduate study, Harvard University.
Engineering Mathematics
- DAVID H. FLEMING *Appointed 1946*
Worcester Polytechnic Institute, 1915; Plant Engineer, Bird & Son, Inc.
Engineering Drawing
- FRANCIS R. HANKARD *Appointed 1946*
S.B. Northeastern University, 1946; Graduate Student at Boston University.
Physics
- GEORGE W. HANKINSON *Appointed 1944*
B.A. Mount Allison University, 1937; S.B. Northeastern University, 1943; Instructor
in Civil Engineering, Northeastern University.
Surveying
- VALENTINE F. HARRINGTON *Appointed 1946*
B.S. Massachusetts Institute of Technology; Ph.D. Massachusetts Institute of Tech-
nology, 1931; Research Chemist, Angier Products, Cambridge, Massachusetts.
Qualitative and Quantitative Chemistry Lectures
- JAMES C. HEBARD, SR. *Appointed 1946*
B.S. Northeastern University, 1943; Research Engineer, J. W. Greer Company,
Cambridge, Massachusetts.
Machine Design
- ROBERT EDGAR HODGDON *Appointed 1927*
B.S. University of New Hampshire; M.S. Massachusetts Institute of Technology;
Instructor, Rindge Technical School.
Engineering Mathematics, Physics
- GEORGE E. JAMES *Appointed 1946*
B.S. University of Washington, 1940; Advanced Engineering Course, General
Electric Company, 1943; Development Engineer, General Communication Company.
Direct and Alternating Current Theory

- ARTHUR E. JOHNSON *Appointed 1947*
B.S. Carnegie Institute of Technology, 1939; Instructor in Graphics, Massachusetts
Institute of Technology.
Engineering Drawing
- C. DAVID JOHNSON *Appointed 1938*
A.B. Clark University, 1915; M.A. Boston University, 1935; Associate Professor of
Physics, Northeastern University.
Physics
- FREDERICK M. KEMPTON *Appointed 1946*
B.S. University of Michigan, 1938; Mechanical Engineer, Jackson and Moreland.
Physics
- HOMER C. KNAUSS *Appointed 1947*
B.S. Muhlenberg College, 1932; M.S. Ohio State University, 1934; Senior Engineer,
Raytheon Manufacturing Company.
Advanced Mathematics, Physics
- HORATIO W. LAMSON *Appointed 1945*
S.B. Massachusetts Institute of Technology, 1915; A.M. Harvard University, 1917;
Research Engineer, General Radio Company.
Introduction to Electron Tubes
Electronic Tests and Measurements
- HERBERT C. LANG *Appointed 1936*
B.S. Northeastern University, 1934; Chief Draftsman, Mason-Neilan Regulator
Company.
Machine Drawing
- R. L. LAUDENSLAGER *Appointed 1946*
E.E. Lehigh University, 1928; Electrical Engineer, Stone and Webster Engineering
Corporation.
Direct and Alternating Current Theory
- JOHN ROBERT LEIGHTON *Appointed 1915*
B.C.E. Northeastern University, 1914; Lens Manufacturer, John R. Leighton.
Applied Mechanics, Strength of Materials
- ANDREW G. LOFGREN *Appointed 1946*
A.A. Harvard University, 1942; Ed.M. Boston University, 1946; Junior Master,
Mechanical Drawing, Boston Technical High.
Engineering Drawing
- EUGENE H. LORD *Appointed 1946*
B.S. University of New Hampshire, 1917; Instructor of Physics, Boston Public Latin
School.
Physics
- LEODORE E. MAYNARD *Appointed 1945*
B.S. Worcester Polytechnic Institute, 1922; Electrical Engineer, Boston Edison
Company.
Direct and Alternating Current Theory
- NORMAN S. MCCALLISTER *Appointed 1946*
A.B. Bates College, 1931; Ed.M. Bates College, 1938; Instructor in Mathematics,
Northeastern University.
Engineering Mathematics
- WALDEMAR S. MCGUIRE *Appointed 1936*
S.B. Massachusetts Institute of Technology, 1928; M.A. Boston University, 1930;
Associate Professor of Chemistry, Northeastern University.
Qualitative and Quantitative Chemistry

- GEORGE HARRIS MESERVE, JR. *Appointed 1929*
B.C.E. Northeastern University, 1925; B.S. Northeastern University, 1931; Ed.M. Boston University, 1940; Professor of History and Art, Northeastern University.
Engineering Drawing
Chairman of the Department of Drawing
- GEORGE L. NELSON *Appointed 1946*
S.B. Massachusetts Institute of Technology, 1943; Instructor, Mechanical Engineering Department, Massachusetts Institute of Technology.
Applied Mechanics
- JOHN R. O'BRIEN *Appointed 1946*
A.B. Boston College, 1933; A.M. Boston College, 1934; Instructor in Mathematics, Special Program for Adults, Boston School Department.
Engineering Mathematics
- EUGENE G. PARÉ *Appointed 1942*
B.S. Tufts, 1937; Ed.M. Tufts, 1938; Instructor, Graphics Department, Massachusetts Institute of Technology.
Engineering Drawing
- WILLIAM C. PAXTON *Appointed 1945*
B.C.E. Northeastern University, 1930; Superintendent of Department of Public Works, Town of Lexington, 1940-45.
Highway Engineering, Hydraulics
- ROBERT R. PEATFIELD *Appointed 1946*
B.S. Massachusetts Institute of Technology, 1928; Electrical Engineer, Stone and Webster Engineering Corporation.
Direct and Alternating Current Theory
- GEORGE E. PIHL *Appointed 1938*
B.S. Northeastern University, 1937; S.M. Harvard University, 1939; Assistant Professor, Northeastern University.
Alternating Current Machinery
- WINFIELD C. POTTER *Appointed 1944*
Ph.B. Brown University, 1910; Ed.M. Rhode Island College of Education, 1938; Principal, Foxboro High School.
Engineering Mathematics
- HENRY L. RICHARDS *Appointed 1921*
B.S. 1918, M.S. 1937, Massachusetts Institute of Technology; Associate Professor of Electrical Engineering, Northeastern University.
Advanced Electrical Laboratory
- GUSTAV ROOK *Appointed 1941*
B.S. Northeastern University, 1939; Graduate Study, Harvard University; Assistant Professor in Drawing, Northeastern University.
Machine Drawing
- DAVID E. ROSENGARD *Appointed 1946*
A.B. Harvard College, 1931; A.M. Harvard University, 1932; Junior Master, Boston Public High Schools.
Engineering Mathematics
- BARNET RUDMAN *Appointed 1942*
A.B. Harvard University, 1921; Ed.M. Boston Teachers' College, 1934; Instructor, English High School.
Engineering Mathematics

- ALBERT E. SANDERSON, JR. *Appointed 1936*
B.C.E. Northeastern University, 1926; B.S. Northeastern University, 1940; M.S. Harvard University, 1944; Assistant Professor of Drawing, Northeastern University.
Structural Design
- ALBERT K. SCHMIEDER *Appointed 1941*
B.S. Northeastern University, 1941; Instructor in Mechanical Engineering, Northeastern University.
Engineering Laboratory
- CHARLES F. SEAVERNS *Appointed 1941*
Harvard University, 1915-17; Associate in Engineering, Lincoln Technical Institute, 1944; Instructor, Everett High School.
Engineering Drawing
- STUART B. SOMMERVILLE *Appointed 1946*
A.B. Harvard, 1927; Instructor in Mathematics, Northeastern University.
Engineering Mathematics
- ERNEST L. SPENCER *Appointed 1941*
B.S. Northeastern University, 1936; M.S. Harvard University, 1943; Assistant Professor of Civil Engineering, Northeastern University.
Concrete, Concrete Design
Chairman of the Department of Civil Engineering
- FREDERICK ARLINGTON STEARNS *Appointed 1921*
B.S. 1917, M.S. 1934, Massachusetts Institute of Technology; Associate Professor of Mechanical Engineering, Northeastern University.
Heat Engineering
Chairman of the Department of Mechanical Engineering
- SAMUEL A. STONE *Appointed 1940*
B.S. University of New Hampshire, 1936; M.S. University of New Hampshire, 1937; Research Department, Polaroid Corporation.
Engineering Mathematics
- HAROLD L. STUBBS *Appointed 1946*
A.B. Harvard University, 1939; A.M. Teachers' College, Columbia University, 1946; Instructor, Northeastern University.
Engineering Mathematics
- EMERSON W. THOMAS *Appointed 1945*
B.S. George Washington University, 1937; Research and Development Engineer, Tobe Deutschmann Corporation.
Electron Tubes and Circuits
- KENTARO TSUTSUMI *Appointed 1946*
B.S. University of Hawaii; S.M. Massachusetts Institute of Technology; Project Engineer, Jackson and Moreland, Consulting Engineers.
Engineering Structures
- THOMAS H. WALLACE *Appointed 1941*
S.B. Boston University, 1933; M.A. Harvard Graduate School, 1936; Ph.D. Boston University, 1939; Assistant Professor of Physics, Northeastern University.
Physics
Chairman of the Department of Physics
- WILLIAM WALLACE *Appointed 1945*
B.S. Northeastern University, 1941; Instructor in Mathematics, Northeastern University.
Engineering Mathematics

- LESLIE J. WEED *Appointed 1945*
B.S. 1927, M.S. 1928, Massachusetts Institute of Technology; Distribution Engineer,
Boston Edison Company.
Direct and Alternating Current Theory
- GEORGE B. WELCH *Appointed 1946*
B.S. Bowdoin College, 1922; Ph.D. Cornell University, 1928; Assistant Professor of
Physics, Northeastern University.
Physics
- RALPH E. WELLINGS *Appointed 1944*
A.B. Boston College, 1920; A.M. Boston College, 1925; Ed.M. Boston Teachers'
College, 1930; Instructor, Dorchester High School for Boys.
Chemistry, Physics
- HEBER WELLS *Appointed 1946*
S.B. Harvard University, 1931; Partner, Wagborne-Brown Company, Contracting
Engineers.
Structural Drawing
- WARREN C. WESTHAVER *Appointed 1946*
A.B. Harvard College, 1924; Ed.M. Harvard University, 1933; Instructor, North
Quincy High School.
Physics
- ROBERT S. WHITE *Appointed 1946*
S.B. Tufts College 1945; Instructor, Northeastern University.
Engineering Drawing
- ALBERT E. WHITTAKER *Appointed 1936*
B.M.E. Northeastern University, 1924; Ed.M. Harvard University, 1932; B.S. North-
eastern University, 1933; Assistant Professor, Mechanical Engineering, Massachu-
setts Institute of Technology.
Mechanism, Applied Mechanics
- WILLIAM E. WOOD *Appointed 1946*
S.B. and S.M. Massachusetts Institute of Technology, 1940; Instructor in Mechan-
ical Engineering, Massachusetts Institute of Technology.
Physics
- HARRY E. A. WRIGHT *Appointed 1943*
B.S. Lafayette College, 1934; Application Engineer, Westinghouse Electric and
Manufacturing Company.
Direct and Alternating Current Theory

THE LINCOLN TECHNICAL INSTITUTE

THE LINCOLN TECHNICAL INSTITUTE is affiliated with Northeastern University. It offers evening engineering courses of college grade leading to the Degree of Associate in Engineering. These courses are acceptable towards the degree of B.B.A. in Engineering and Management offered by Northeastern University Evening School of Business.

All classes in the Lincoln Technical Institute are held in the evening and are especially designed to meet the needs of those who are employed during the day.

The Lincoln Technical Institute has its origin in the Northeastern Evening Polytechnic School. The latter received its title in 1901, when the work of various technical departments, such as the Department of Steam Engineering, the Department of Art, the Automotive School and the Department of Naval Architecture, were grouped together into curricula. By 1904 the School offered definite curricula, generally of three years' duration, in Architecture, Chemistry, Marine Engineering, Structural Engineering, Steam Engineering, along with courses in Art, Navigation, Surveying, Seamanship, and other related fields. In 1925 the title Lincoln Technical Institute was given to the Northeastern Evening Polytechnic School. At this time the Lincoln Technical Institute remodelled, lengthened, and consequently improved the former courses, offering a number of four-year curricula, which are described on pages 28 to 34.

In addition, provision was made so that students need not pursue a complete curriculum but could elect individual courses related to their present occupations, the only prerequisite of entry being ability to pursue the course with profit to themselves. At the present time there are over fourteen hundred students receiving instruction in the Lincoln Technical Institute in the various branches of engineering.

Since 1936 the curricular courses of the Institute have been credited by Northeastern University Evening School of Business towards the Degree of Bachelor of Business Administration in Engineering and Management offered by that school.

Effective 1939 the Lincoln Technical Institute was empowered to award the Title of Associate in Engineering to those who satisfactorily complete any one of the prescribed curricula. Effective

with the Commencement Exercises, June, 1944, the Degree of Associate in Engineering has been awarded.

The Officers of Administration are constantly alert to changing conditions and from time to time will modify existing courses to meet new needs and develop new courses so that real educational opportunities will be available to employed men and women at convenient evening hours. The School is sincerely interested in the problems of each student and the Dean and the officers of instruction encourage interviews for vocational and educational guidance.

The Lincoln Technical Institute has made it possible for many men to secure training which has enabled them to succeed in the work for which they are adapted by ability and interest.

GENERAL INFORMATION

STUDENT BODY

THE STUDENTS of the Lincoln Technical Institute are men and women of earnest purpose and firm endeavor who bring to bear on their work a thoroughness which promises future success. Their ages last year ranged from seventeen to fifty-two, the average age being twenty-six years. Almost all the students are engaged in work during the day and many different occupations have their representatives in the student body, a fact which demonstrates that the School can be of service to men in many walks of life. Some students are preparing to enter engineering work; many are already engaged in engineering work and are studying to prepare themselves for increased responsibility and rewards.

THE CAMPUS

THE LINCOLN TECHNICAL INSTITUTE is affiliated with Northeastern University and enjoys the use of all the excellent classrooms and modern laboratory facilities. It is easily reached from the North and South Stations, and from the various points of the Boston Elevated System since it is situated at the entrance of the Huntington Avenue Subway.

The work of the School is carried on in the following buildings:

RICHARDS HALL contains the administrative headquarters of the Institute. The major portion of the building is given over to laboratory and classroom areas. Laboratory space is provided for the following: Mechanical Engineering, General and Advanced Physics, Radio, Inorganic, Organic, Analytical and Physical Chemistry, together with several research laboratories. It also contains several well-equipped drawing rooms extensively used for courses in drafting and designing which form so important a part in technical work.

THE NEW BUILDING, completed in 1941, contains the Chemical Engineering and Biological Laboratories, student activities rooms, classrooms, conference rooms and lecture halls for meetings of professional engineering societies.

THE EAST BUILDING houses the University Library, a chemistry laboratory, several classrooms and the Business Administration Laboratory.

THE SOUTH BUILDING is largely devoted to work in Electrical and Civil Engineering. Here is located the Sanitary, Concrete, Photo-

grammetric, Electronics, and Electrical Measurements and Dynamo Laboratories in addition to department offices, classrooms and conference rooms.

THE STUDENT CENTER BUILDING which will be ready for occupancy September, 1947, will contain administrative offices and facilities for student activities. There will be reading and study rooms, lounges, additional classrooms and an auditorium seating 1,350 for student convocations.

TRANSPORTATION

THE RAILROAD SYSTEMS entering Boston issue students' tickets to students under twenty-one years of age. Applications for these may be obtained at a railroad office and must be presented at the school office for signature.

The Administrative Office will do everything possible to make share-the-ride arrangements among members of the student body to accommodate those who have transportation problems.

LIBRARY AND STUDY AREAS

THE UNIVERSITY LIBRARY, located in the East Building, is well equipped in technical literature and is available for use of students of the Institute. The reading rooms are open from 9:00 A.M. to 7:30 P.M. on weekdays, and from 9:00 A.M. to 1:00 P.M. on Saturdays. The privilege of obtaining books from the Boston Public Library is extended to students of the Institute. Applications for this privilege should be made at the Administrative Office of the Institute where the necessary blanks may be obtained.

Adequate study areas are available in the Library and New Building for student use.

TEXTBOOKS AND SUPPLIES

THE UNIVERSITY BOOKSTORE is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the Institute may be purchased at the Bookstore. Students taking Engineering Drawing should be prepared to expend a sum of approximately \$5.00 for drawing supplies, exclusive of the cost of a satisfactory set of drawing instruments.

VISITORS

Visitors are always welcome at one class session in any department. Those who wish to visit any of the classes should call at the school office and obtain a visitor's card signed by the Dean.

SCHOLARSHIPS

The Executive Council has made available a few scholarships to assist needy students of good mental capacity who, because of financial limitations, might be deprived of educational opportunities. The award when a scholarship is granted may range up to one-half of the cost of tuition for the year depending upon the student's need and scholastic achievement.

AWARDS FOR SCHOLASTIC ACHIEVEMENTS

For the school year 1947-48 the Executive Council has offered the following scholarships. To the highest ranking Sub-Freshman, Division A and B Freshman, Sophomore and Junior who returns for the following school year a scholarship of \$60. To the second highest ranking Sub-Freshman, Division A and B Freshman, Sophomore and Junior who returns for the following school year a scholarship of \$30. These scholarships will be awarded only to students pursuing a full program for the Degree of Associate in Engineering.

The winners of these scholarships for the past school year were:

<i>Sub-Freshman</i>	<i>First</i> , Richard J. White <i>Second</i> , Francis E. Rogers <i>Second</i> , Charles F. Barry
<i>Freshman</i>	
Division A	<i>First</i> , Ray B. Stevens <i>Second</i> , Robert G. Harrold
Division B	<i>First</i> , James F. Moylan <i>Second</i> , William Fiocca
<i>Sophomore</i>	<i>First</i> , Benjamin H. Kushner <i>Second</i> , Americo Procopio
<i>Junior</i>	<i>First</i> , Irving Ruggles <i>Second</i> , Thomas J. Donovan

REQUIREMENTS FOR ADMISSION

REGULAR STUDENTS

Applicants for admission who present evidence of completion of an approved secondary school course, or the equivalent of fifteen units (including one unit in Algebra and one in Plane Geometry) may be admitted as regular students, candidates for the Degree of Associate in Engineering and also eligible to proceed later, if they so desire, to the Degree of Bachelor of Business Administration in Engineering and Management offered by Northeastern University Evening School of Business.

CONDITIONED STUDENTS

Applicants for admission who do not meet the full requirements for admission as regular students may, at the discretion of the Committee on Admission, be admitted as conditioned students provided such secondary school work as has been completed embraces one unit of Algebra and one unit of Plane Geometry.

A conditioned student whose scholarship is satisfactory but who has not removed his conditions within the time specified by the Committee on Admission may be permitted to continue with his program of studies but on the completion of the chosen four year curriculum, he will receive a diploma indicating the completion of the program, but not carrying the award of the Degree of Associate in Engineering.

SPECIAL STUDENTS

Students who wish to register for a special program or for single courses will be admitted as special students, not candidates for the diploma or Degree, provided their previous education and training permit them to pursue the courses with profit.

Programs are planned to meet individual needs and should prove of benefit to those who wish rapid and immediate knowledge of certain fields, whether to supplement former training or to obtain preparation which will permit them to enter a new line of endeavor.

LATE REGISTRATION

Students should avoid late registration. Those who find it necessary to register late may be permitted to enter the School provided that they have not lost so much work as to render it unlikely that they will succeed in their courses. *No deduction from tuition fees is made because of late enrollment.*

CLASSIFICATION OF STUDENTS

DIVISION A

Students who enter school at the beginning of the normal school year in September are termed Division A students. Programs for these students are arranged so that the work of the school year is completed by May or in early June by attendance three evenings a week. Students, however, may elect to carry a lighter scholastic load than the regular program. Summer courses are not necessary for Division A students.

DIVISION B

All Freshman courses are available in January and those entering school at that time are termed Division B students. They complete two of the Freshman courses between January and the end of May by attending classes three evenings per week. The third of the required courses is taken during the Summer Term. Division B students may thus complete the first year requirements and continue in September, 1948, with the Sophomore program of courses.

Summer attendance is not compulsory but, in the event that a student does not pursue a summer course, attendance is necessary over a period of five years to complete graduation requirements.

SUB-FRESHMEN

A course in Elementary Algebra and Plane Geometry (Sub-Freshman Mathematics) is available beginning September 15, and ending December 18, 1947, for those students who have not completed courses in Algebra or Plane Geometry or for those students who wish to review these subjects because of the remoteness of their former study of these subjects. This course meets on Tuesday and Thursday evenings from 7 to 10 p.m. On the successful completion of this course, students are eligible to begin their first-year engineering studies with Division B students on January 5, 1948. This program permits students to save a year which would otherwise be lost, since it enables them to graduate in the customary period of four years.

In addition to the above course in Sub-Freshman Mathematics, courses in elementary Algebra and Plane Geometry are available in January and June in the Lincoln Preparatory School.

ADMINISTRATIVE REGULATIONS

APPLICATIONS FOR ADMISSION

Applications for admission should be filed as early as possible in order that the necessary investigations may be made and the status of each student definitely determined before the opening day.

REGISTRATION

Each student is required to present himself at the school office, and to have his course approved by the Dean or his assistants and to complete his registration. A student is expected to pay the first tuition installment and other fees required before beginning attendance.

Late registration will be permitted only at the discretion of the Dean.

THE SCHOOL YEAR

The school year is divided into two semesters of seventeen weeks each. The first semester extends from September 15 to January 23, and the second semester from January 26 to May 24, except that make-up sessions for public holidays may extend either term. Attention is drawn to the fact that Division B students begin their studies on January 5.

GRADUATION REQUIREMENTS

Students may register for single subjects or for complete courses provided such registration meets with the approval of the Dean; but to receive the Degree of Associate in Engineering the student must fulfill the following conditions:

- a. He must complete all the courses of his particular curriculum, either by attendance at this Institute, or by receiving advanced standing credit for those courses, or the equivalent of those courses, as determined by the Dean.
- b. He must pass such final examinations as are required in the courses he has pursued. The various curricula have been arranged so that the courses can be completed in four years. However, an extension of time will be granted to those who wish to take longer to meet the requirements for graduation.

- c. Regardless of the advanced standing credit he receives, he must have been in attendance for at least a year preceding the date on which he expects to graduate; that is, he must complete at least one full year's work in the Lincoln Technical Institute.

SESSIONS

Classes meet on weekday evenings. There are no classes on Saturdays. A full schedule will include three evenings a week. As a rule classes are scheduled from 7 p.m. till 9.30 p.m. Laboratory periods in Chemistry are of three hours' duration.

ATTENDANCE REQUIREMENTS

A careful record of attendance upon class exercises is kept for each student. Absence from regularly scheduled classes on any subject will seriously affect the standing of the student. It may cause the removal of certain subjects from his schedule and the listing of these as "conditioned subjects." However, if reasonable excuse for absence be presented, the student may be allowed to make up the time lost, and be given credit for the work; but he must complete the work at such time and in such manner as his instructor in the course shall designate.

Students who are unavoidably absent from class may receive the home work assignments by telephoning the school office.

A minimum attendance record of 75 per cent must be maintained in all classes before a student will be admitted to examination.

EXAMINATIONS AND QUIZZES

Examinations and quizzes are held throughout the term at the discretion of the instructors. Quizzes are to be made up at the discretion of the instructor. The fee for each make-up quiz is \$1.50. Final examinations are required upon the completion of all courses. The following system of grading is used:

- A — 90 to 100 — Excellent
- B — 80 to 89 — Good
- C — 70 to 79 — Fair
- D — 60 to 69 — Lowest Passing Grade
- F — 50 to 59 — Conditioned Failure
- FF — Below 50 — Complete Failure

A student marked "F" in a final examination may receive one special examination. If he fails in that, he must repeat the course. It is to be noted that a student whose grade is "F" *must petition for re-examination*. Permission to take a make-up examination is a privilege, not a right, and is dependent upon the quality of work the student has done throughout the course. Conditioned or make-up examinations are given in September before the opening of the next school year.

A student marked "FF" must repeat the course. The fee for each special examination is \$3. Grades and reports are mailed to the students and will not be given out at the school office. Under no circumstances will grades be given over the telephone.

It is to be noted that no student will be permitted to graduate who does not maintain a "C" average and that students who have not maintained such an average by the end of the Sophomore year will not be permitted to continue in school.

TRANSFERS

Students are not permitted to change from one course to another without first consulting the Dean and receiving a Transfer Order signed by him.

REPORTS OF STANDING

An informal report of the student's standing is issued at the end of the seventeenth week; and the formal report, covering the year's record, is issued at the close of each year.

In the case of students who are under twenty-one years of age, reports may be sent to parents in the event of unsatisfactory work on the part of the student, non-compliance with administrative regulations, continued absence, and withdrawal. Parents of minors may obtain reports at any time on request.

STUDENTS ADMITTED WITH ADVANCED STANDING

Students who, upon admission, were granted provisional advanced standing credit, but did not present evidence of their eligibility to such credit, may not continue in school unless their credentials are presented to the Dean before the close of the first semester. The School is glad to aid students in obtaining transcripts of record.

METHODS OF INSTRUCTION

Instruction is given by means of lectures, recitations, laboratory work, and practical work in the drawing rooms. Great value is set upon the educational effect of these exercises, which constitute the foundation of each of the courses. Oral and written examinations are held at the discretion of the instructors.

The attention of every student is drawn to the fact that home assignments must be dutifully done and written work submitted as assigned if the student's grade is not to be seriously affected. Wilful disregard of this matter will result in disciplinary action by the Administrative Officers.

SUBJECTS OF INSTRUCTION

On pages 45 to 59 will be found a detailed statement of the scope of the subjects offered in the various courses. The subjects are numbered for convenience of reference in consulting the various curriculum schedules.

Required courses, and those prerequisite thereto, must have been successfully pursued before any advanced course may be taken.

TUITION AND OTHER FEES

MATRICULATION FEE

A matriculation fee of \$5 must accompany the initial application for admission to the Institute. This fee is returned when the student is refused admission.

TUITION

Tuition fees are based on a charge of \$11.00 a semester hour. The student may determine his cost for tuition by consulting the Programs of Instruction shown on pages 28 to 34 where the semester hour credit for each course is indicated.

For students taking chemistry there is in addition a Chemistry laboratory deposit of \$15.00, the unused portion of which will be refunded after deductions are made for breakages, chemicals, supplies and non-returnables.

The schedule for tuition payments for the year is as follows:

Division A Students

The first payment is due during the first week of school and the other three during the weeks of November 10, January 26, and March 8.

Division B Students

The first payment is due during the week of registration and the second during the week of March 15. The summer term payment is due during the week of registration in June.

Sub-Freshmen Students

The tuition charge for Sub-Freshman Mathematics which runs from September 15 through December 18, 1947, is \$50.00, payable during registration week. The students then continue on January 5, 1948, as Division B students and tuition is charged at the rate of \$11.00 a semester hour, payable as indicated above.

DEFERRED PAYMENT PRIVILEGE

Students who find considerable difficulty in meeting payments according to the schedule specified above may make other payment arrangements upon consultation with the Dean.

SPECIAL EXAMINATION FEES

The fee for each special examination for advanced standing, for conditioned students, or for students who have for justifiable cause omitted to take the regular scheduled examinations is \$3. The fee must be paid before the examination is taken.

GRADUATION FEE

On completing the curricular requirements for the Degree of Associate in Engineering the student will pay a graduation fee of \$10. This fee must be paid by May 15 in the year of the student's graduation.

REFUND OF TUITION

Requests for refunds must be made at the time of filing the application for withdrawal at the school office. If the withdrawal notification is sent in by mail, the refund should be requested in the letter with reasons which necessitate the withdrawal. *No refunds will be granted to a student who voluntarily withdraws* or who has attended more than five weeks of the term for which payment has been made.

Refunds of tuition will be considered only in the following instances:

1. If, because of illness, a student is compelled to withdraw before the fifth week of the term, or
2. If a student who is regularly employed is sent out of town permanently by his employer, or
3. If the hours of employment of a student who is regularly employed are changed so as to make it impossible for him to continue in attendance, or
4. If a student is inducted into military service.

The Committee on Withdrawals will consider requests for tuition refunds only on the following bases:

1. That the application for withdrawal be made immediately after the student ceases attendance;
2. The request for refund is accompanied by an *acceptable* physician's certificate in the instance of illness, or by an *acceptable* employer's certification in the instance of a change in place or hours of employment;
3. Evidence of induction into military service.

For cases complying with the above, partial refunds on tuition may be allowed according to the following schedule:

Petition for Withdrawal Filed Within:		<i>Refund</i>
Two Weeks	80 per cent	
Three Weeks	60 per cent	
Four Weeks	40 per cent	
Five Weeks	20 per cent	
After Five Weeks	0 per cent	

The above does not include fixed or non-refundable fees or laboratory fees for which there is no refund allowed.

The official "Application for Withdrawal" form may be obtained in the school office. All refunds are made through the Student Accounts Office of the University. This refund policy applies to students registered in the Fall and Winter Terms. The refund procedure in such cases takes from two to three weeks. A check is mailed directly to the student for any refund to which he is entitled.

PROGRAMS OF INSTRUCTION

LEADING TO THE DEGREE OF ASSOCIATE IN ENGINEERING

The Lincoln Technical Institute offers four-year courses in Chemistry, Civil and Structural Engineering, Electrical Engineering, Electronic Engineering, Industrial Engineering and Mechanical Engineering, the last of which is also available with an Aeronautical option. Schedules of the various curricula are given on the following pages.

On the satisfactory completion of a prescribed four-year course the Degree of Associate in Engineering is awarded to all regular students.

All these courses are of strictly college grade. In those cases where students are unable, because of circumstances, to carry all of the work prescribed in any year, an extension of time will be granted by the Dean, who will determine which subjects shall be excluded, and also the order in which the omitted subjects shall later be studied.

When a student elects a curriculum he is expected to complete all the subjects in that curriculum in order to receive the Degree unless he has the permission of the Dean to drop or omit certain subjects and substitute others for those omitted.

Graduation from these programs carries four years' credit towards a six-year program leading to the Degree of B.A.A. in Engineering and Management offered by Northeastern University Evening School of Business.

SPECIAL COURSE IN CHEMISTRY**Leading to a Diploma**

FIRST YEAR					
First Semester			Second Semester		
<i>Course No.</i>	<i>Course</i>	<i>Class Hours</i>	<i>Course No.</i>	<i>Course</i>	<i>Class Hours</i>
*Ch1	General Chemistry.....	2½	Ch2	General Chemistry.....	2½
ChL1	General Chem. Lab.....	3	ChL2	General Chem. Lab.....	3
		5½			5½
SECOND YEAR					
*Ch3	Qualitative Chemistry...	2½	Ch4	Quantitative Chemistry...	2½
ChL3	Qualitative Chem. Lab...	3	ChL4	Quantitative Chem. Lab...	3
		5½			5½
THIRD YEAR					
*Ch5	Organic Chemistry.....	2½	Ch6	Organic Chemistry.....	2½
ChL5	Organic Chem. Lab.....	3	ChL6	Organic Chem. Lab.....	3
		5½			5½

An additional course, Industrial Chemistry, Lectures and Laboratory, will be offered in any year if sufficient students desire it.

These courses carry credit towards the Degree of Associate in Engineering and the Degree of B.B.A. in Engineering and Management offered by Northeastern University Evening School of Business.

Students wishing to pursue programs for the Degree should consult the Dean regarding particulars.

* No credit allowed until completion of second semester.

CHEMISTRY

Leading to the Degree of Associate in Engineering

The Sciences of Chemistry and Chemical Engineering have undergone a marked development in recent years. It has grown out of the discoveries of the chemical laboratories which have launched many new industries whose production processes involve chemical as well as physical change. The chemist is in demand and his aid is sought in the operation of plants producing drugs, oils, rayon and cellophane, plastics and various synthetic products resulting from intensive research during the war. The chemist may assist in the creation of more economical manufacturing processes, promote the development of manufacturing by-products, and be instrumental in the discovery of new products in the research laboratories.

In addition to the fundamental courses in chemistry, mathematics, and physics, a considerable amount of time is devoted to more advanced work in chemistry. Since the field is so varied, the curriculum has been designed to give the students a broad training rather than a specialized training in one specific industry.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*P1	Physics I	2½	P2	Physics II	2½
*D1	Engineering Drawing . . .	2½	D2	Engineering Drawing . . .	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry }	2½	M6	Integral Calculus	2½
M5	Differential Calculus }	2½	Ch2	General Chemistry	2½
*Ch1	General Chemistry	2½	ChL2	General Chem. Lab.	3
ChL1	General Chem. Lab.	3			
		8			8
THIRD YEAR					
*ME1	Applied Mechanics I . . .	2½	ME2	Applied Mechanics II . . .	2½
*Ch3	Qualitative Chemistry . .	2½	Ch4	Quantitative Chemistry . .	2½
ChL3	Qualitative Analysis Lab. .	3	ChL4	Quantitative Analysis Lab. .	3
		8			8
FOURTH YEAR					
**	Engineering Elective . . .	2½	**	Engineering Elective . . .	2½
*Ch5	Organic Chemistry	2½	Ch6	Organic Chemistry	2½
ChL5	Organic Chem. Lab.	3	ChL6	Organic Chem. Lab.	3
		8			8

* No credit allowed until completion of second semester.

** Among the elective subjects deemed desirable are Heat Engineering, Electricity and Machine Drawing.

CIVIL AND STRUCTURAL ENGINEERING

Leading to the Degree of Associate in Engineering

The field of Civil Engineering has to do with the planning and building of all kinds of structures and public works. Today its major branches include topographical, municipal, railroad, highway, structural, hydraulic, and sanitary engineering. It covers land surveying, the building of railroads, soil mechanics, harbors, docks, the construction of sewers, water works, streets and highways, the design and construction of flood control projects, bridges, buildings, walls, foundations, and all fixed structures.

This curriculum is designed to offer the relatively compact body of principles upon which all work in Civil Engineering depends. It is intended to prepare the young civil engineer to take up the work of design and construction of structures, to solve the problems of water supply, and to undertake intelligently the supervision of work in allied fields of engineering and general contracting.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*D1	Engineering Drawing . . .	2½	D2	Engineering Drawing . . .	2½
*P1	Physics I	2½	P2	Physics II	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry } . .	2½	M6	Integral Calculus	2½
M5	Differential Calculus } . .	2½	ME2	Applied Mechanics II . . .	2½
*ME1	Applied Mechanics I . . .	2½	CE2	Surveying II	2½
*CE1	Surveying I	2½			
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials I . .	2½	ME4	Strength of Materials II .	2½
CE3	Transportation Engineer- ing	2½	CE4	Hydraulics	2½
*CD1	Structural Drawing I . . .	2½	CD2	Structural Drawing II . . .	2½
		7½			7½
FOURTH YEAR					
*CE5	Engineering Structures I .	2½	CE6	Engineering Structures II	2½
CE7	Concrete	2½	CE8	Concrete Design	2½
*CE9	Structural Design I . . .	2½	CE10	Structural Design II . . .	2½
		7½			7½

* Credit not allowed until completion of second semester.

ELECTRICAL ENGINEERING**Leading to the Degree of Associate in Engineering**

The profession of electrical engineering affords a wide diversification of employment opportunities. The electrical industry and the field of electrical engineering are usually divided into two main branches, one having to do with electrical power and the other, communications. The power group deals principally with large equipment and apparatus employing heavy currents; the communications group handles small, more delicate equipment employing small, even minute currents. Electrical engineering thus embraces the generation, transmission, and distribution of electricity for light and power purposes, the operation of electric railways, the design, construction, and operation of all types of electrical equipment including telephone, telegraph, and radio apparatus as well as lamps, motors, etc.

This course provides a good theoretical background with practical applications. Instruction is carefully planned and the time divided among recitations, lectures, laboratory tests, homework, and reports.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra	2½	M2	Trigonometry	2½
*P1	Physics I	2½	P2	Physics II	2½
EE1	Direct Current Theory	2½	EE2	Alternating Current Theory	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry }	2½	M5	Integral Calculus	2½
M4	Differential Calculus }	2½	EE4	Direct Current Machinery II	2½
EE3	Direct Current Machinery I	2½	ME2	Applied Mechanics II	2½
*ME1	Applied Mechanics I	2½			
		7½			7½
THIRD YEAR					
EE5	Alternating Current Machinery I	2½	EE6	Alternating Current Machinery II	2½
*D3	Engineering Drawing	2½	ED2	Electrical Drafting	2½
*ME3	Strength of Materials	2½	ME4	Strength of Materials	2½
		7½			7½
FOURTH YEAR					
*ME5	Heat Engineering	2	ME6	Heat Engineering	2
*EE7	Electricity III	2½	EE8	Electricity IV	2½
*EL1	Advanced Elec. Lab. I	2½	EL2	Advanced Elec. Lab. II	2½
		7			7

* No credit allowed until completion of second semester.

ELECTRONIC ENGINEERING

Leading to the Degree of Associate in Engineering

This course is designed to train students for the various branches of the field of Electronics. The new advancements in the fields of radio, television, radar, and sonar created by the urgencies of war have opened up greater opportunities for intellectual pioneering in these fields of engineering than in other branches of the profession.

Since electron tubes and circuits function around the principles of Electricity, this subject is adequately treated in the first two years of the course. After a thorough study of the various types of electron tubes and their basic circuits in the second and third years, the fourth year is devoted to the various important fields that the student may wish to enter, such as Industrial Electronics, Communications, Broadcast Stations, and the new fields of Frequency Modulation and Television.

The whole course is a good balance between theory and practice, and experiments involving electron tubes and their applications are used through the entire last three years of the course. Laboratory reports and home work problems are used to supplement the experiments and lectures so that the student will absorb the material in a thorough manner.

FIRST YEAR					
Course No.	First Semester		Course No.	Second Semester	
	Course	Class Hours		Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
EE1	Direct Current Theory..	2½	EE2	Alternating Current Theory.....	2½
		<hr/> 7½			<hr/> 7½
SECOND YEAR					
M3	Analytical Geometry }	2½	M5	Integral Calculus.....	2½
M4	Differential Calculus }	2½	**EE10	Electron Tubes and Circuits I.....	5
EE3	D.C. Machinery I.....	2½			
EE9	Intro. to Electron Tubes..	2½			
		<hr/> 7½			<hr/> 7½
THIRD YEAR					
EE5	A. C. Machinery I.....	2½	ED4	Electronic Drafting.....	2½
*D3	Engineering Drawing....	2½	**EE12	Communication Engineering I.....	5
EE11	Electron Tubes and Circuits II.....	2½			
		<hr/> 7½			<hr/> 7½
FOURTH YEAR					
**EE13	Communication Engineering II.....	5	**EE14	Freq. Modulation and Television.....	5
EE15	Industrial Electronics I..	2½	EE16	Industrial Electronics II.	2½
†EE17	Electronic Test Equipment and Measurement I.....	2½	†EE18	Electronic Test Equipment and Measurement II.....	2½
		<hr/> 7½			<hr/> 7½

* No credit allowed until completion of second semester.

** Two nights per week.

† This course may be substituted for EE15-16.

INDUSTRIAL ENGINEERING**Leading to the Degree of Associate in Engineering**

Meeting the tremendous production requirements of World War II has called for every economy of time in man and machine hours to produce the maximum output. The scientific approach to the problems of industrial management has created an increasing demand for those trained in engineering and in the fundamentals of industrial management to assume administrative responsibility.

The competition of the postwar period will require continued emphasis on this phase of management and provide many opportunities for trained personnel in methods engineering, time study, production planning and control and other phases of industrial relations pertaining to men and machines.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*D1	Engineering Drawing....	2½	D2	Engineering Drawing....	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry }	2½	M6	Integral Calculus.....	2½
M5	Differential Calculus }	2½	ME2	Applied Mechanics.....	2½
*ME1	Applied Mechanics.....	2½	IE2	Methods Engineering....	2½
IE1	Job Evaluation and Merit Rating.....	2½			
		7½			7½
THIRD YEAR					
*ME3	Strength of Material.....	2½	ME4	Strength of Material.....	2½
*MD1	Machine Drawing.....	2½	MD2	Machine Drawing.....	2½
IE3	Time Study.....	2½	IE4	Production Planning and Control.....	2½
		7½			7½
FOURTH YEAR					
*ME9	Machine Design.....	2	ME10	Machine Design.....	2
*ME5	Heat Engineering.....	2	ME6	Heat Engineering.....	2
**	Elective.....	2½	**	Elective.....	2½
		6½			6½

*No credit allowed until completion of second semester.

**This elective may be chosen from courses offered in the Management curriculum of the School of Business upon approval of the Dean.

MECHANICAL ENGINEERING

Leading to the Degree of Associate in Engineering

The field of mechanical engineering is concerned with the harnessing of our power resources by means of machinery to form useful work. In contrast to the civil engineer who deals primarily with static forces, the mechanical engineer is more concerned with the mechanics of motion or kinetics. And because moving parts require constant care and adjustment, the mechanical engineer has the task not only of designing and installing complicated machinery, but also of operating it efficiently after it has been installed.

Among the major branches of mechanical engineering are included power production engineering, machine and machine-tool design, railway mechanical engineering, automotive engineering, aeronautical engineering, refrigerating engineering, air conditioning engineering, and the numerous mechanical problems related to modern industrial operation.

This program of study is designed to give the student considerable training in the principles of mechanical engineering and equip him for advancement in the many subdivisions of this branch of engineering. Students interested in Aeronautical work may select appropriate courses in Aerodynamics, Airplane Engines, and Airplane Design in the senior year.

FIRST YEAR					
First Semester			Second Semester		
Course No.	Course	Class Hours	Course No.	Course	Class Hours
M1	Algebra.....	2½	M2	Trigonometry.....	2½
*D1	Engineering Drawing....	2½	D2	Engineering Drawing....	2½
*P1	Physics I.....	2½	P2	Physics II.....	2½
		7½			7½
SECOND YEAR					
M3	Analytical Geometry }	2½	M6	Integral Calculus.....	2½
M5	Differential Calculus }	2½	MD2	Machine Drawing.....	2½
*MD1	Machine Drawing.....	2½	ME2	Applied Mechanics.....	2½
*ME1	Applied Mechanics.....	2½			
		7½			7½
THIRD YEAR					
*ME3	Strength of Materials....	2½	ME4	Strength of Materials....	2½
ME7	Mechanism.....	2½	CE4	Hydraulics.....	2½
*ME5	Heat Engineering.....	2	ME6	Heat Engineering.....	2
		7			7
FOURTH YEAR					
*ME9	Machine Design.....	2	ME10	Machine Design.....	2
*ME11	Mechanical Engineering Laboratory.....	2½	ME12	Mechanical Engineering Laboratory.....	2½
**	Engineering Elective....	2½		Engineering Elective....	2½
		7			7
FOURTH YEAR (Aeronautical Option)					
ME13	Aerodynamics.....	2½	ME14	Aeronautical Laboratory	2½
*ME15	Airplane Design I.....	2	ME16	Airplane Design II.....	2
*ME17	Airplane Engines I.....	2	ME18	Airplane Engines II.....	2
		6½			6½

* No credit allowed until completion of second semester.

** Among the elective subjects deemed desirable are Concrete (1), Electricity, and Airplane Design.

DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION PROGRAM

THE LINCOLN TECHNICAL INSTITUTE in conjunction with the Evening School of Business, Northeastern University, offers a six-year program leading to the Degree of Bachelor of Business Administration in Engineering and Industrial Management. Graduates of the Lincoln Technical Institute holding the Degree of Associate in Engineering can complete the remainder of the program to qualify for the B.B.A. degree in two years.

DEGREE PROGRAM

<i>Lincoln Technical Institute:</i>	<i>Semester Hours</i>
Twelve approved full courses in chosen engineering program (any of the curricula listed on pages 29 to 34).	60
<i>*School of Business:</i>	
ACCOUNTING FOR MANAGEMENT	5
Cost Accounting for Management	5
MOTION STUDY	2½
TIME STUDY	2½
JOB ANALYSIS AND EVALUATION	2½
Principles of Production	2½
PRODUCTION PLANNING AND CONTROL	2½
Business English	5
Business Economics	5
Statistics	2½
Purchasing	2½
Labor-Management Relations	2½
MANAGEMENT PROBLEMS AND POLICIES	5
Total required	30
**BUSINESS READINGS	5
†Occupational Experience	30
Total Semester Hours Required for Degree	125

* The courses indicated in heavy type are required for all students who have not previously taken them. The remainder of their programs may be selected from the other courses listed.

** There are no lectures in the Business Readings Course, which is designed to broaden the student's acquaintance with selected readings in the field of business.

† Occupational Experience is awarded to a maximum of ten semester hours for each of the last three years of the course. The award is based on the nature and quality of the student's occupation during this period.

ALPHABETICAL LIST OF SUBJECTS IN ALL CURRICULA

<i>Course No.</i>	<i>Subject</i>	<i>Semester Given</i>	<i>Day</i>	<i>Time</i>
EL1	Advanced Electrical Laboratory I.....	1	Monday	7-9:30
EL2	Advanced Electrical Laboratory II.....	2	Monday	7-9:30
ME13	Aerodynamics.....	1	Monday	7-9:30
ME14	Aeronautical Laboratory.....	2	Monday	7-9:30
ME15	Airplane Design I.....	1	Wednesday	7-9
ME16	Airplane Design II.....	2	Wednesday	7-9
ME17	Airplane Engines I.....	1	Friday	7-9
ME18	Airplane Engines II.....	2	Friday	7-9
M1	Algebra.....	1, 2, S	Monday	7-9:30
EE5	Alternating Current Machinery I.....	1	Wednesday	7-9:30
EE6	Alternating Current Machinery II.....	2	Wednesday	7-9:30
EE2	Alternating Current Theory.....	2, B	Wednesday	7-9:30
M3	Analytical Geometry.....	1	Monday (2)	7-9:30
ME1	Applied Mechanics I.....	1	Friday	7-9:30
ME2	Applied Mechanics II.....	2	Friday	7-9:30
EE12	Communication Engineering I.....	2	Monday and Wednesday	7-9:30
EE13	Communication Engineering II.....	1	Monday and Friday	7-9:30
CE7	Concrete.....	1	Monday	7-9:30
CE8	Concrete Design.....	2	Monday	7-9:30
M5	Differential Calculus.....	1	Monday (2)	7-9:30
EE3	Direct Current Machinery I.....	1	Wednesday	7-9:30
EE4	Direct Current Machinery II.....	2	Wednesday	7-9:30
EE1	Direct Current Theory.....	1, 2	Wednesday	7-9:30
ED2	Electrical Drafting.....	2	Friday	7-9:30
EE7	Electricity III.....	1	Friday	7-9:30
EE8	Electricity IV.....	2	Friday	7-9:30
EE10	Electron Tubes and Circuits I.....	2	Wednesday and Friday	7-9:30
EE11	Electron Tubes and Circuits II.....	1	Monday	7-9:30
ED4	Electronic Drafting.....	2	Friday	7-9:30
EE17	Electronic Test Equipment and Measurement I.....	1	Wednesday	7-9:30
EE18	Electronic Test Equipment and Measurement II.....	2	Wednesday	7-9:30
D1	Engineering Drawing I.....	1, 2, S	Wednesday	7-9:30
D2	Engineering Drawing II.....	2, B, S	Wednesday	7-9:30
D3	Engineering Drawing.....	1	Friday	7-9:30
CE5	Engineering Structures I.....	1	Friday	7-9:30
CE6	Engineering Structures II.....	2	Friday	7-9:30
EE14	Frequency Modulation and Television....	2	Monday and Friday	7-9:30
Ch1	General Chemistry I.....	1	Wednesday	7-9:30
Ch2	General Chemistry II.....	2	Wednesday	7-9:30
ChL1	General Chemistry Laboratory I.....	1	Friday	7-10
ChL2	General Chemistry Laboratory II.....	2	Friday	7-10
ME5	Heat Engineering I.....	1	Wednesday	7-9
ME6	Heat Engineering II.....	2	Wednesday	7-9
CE4	Hydraulics.....	2	Friday	7-9:30
EE15	Industrial Electronics I.....	1	Wednesday	7-9:30
EE16	Industrial Electronics II.....	2	Wednesday	7-9:30
M6	Integral Calculus.....	2	Monday	7-9:30
EE9	Introduction to Electron Tubes.....	1	Friday	7-9:30
IE1	Job Analysis and Evaluation.....	1	Wednesday	7-9
ME9	Machine Design I.....	1	Friday	7-9
ME10	Machine Design II.....	2	Friday	7-9

<i>Course No.</i>	<i>Subject</i>	<i>Semester Given</i>	<i>Day</i>	<i>Time</i>
MD1	Machine Drawing I.....	1	Wednesday	7-9:30
MD2	Machine Drawing II.....	2	Wednesday	7-9:30
ME11	Mechanical Engineering Laboratory I....	1	Monday	7-9:30
ME12	Mechanical Engineering Laboratory II....	2	Monday	7-9:30
ME7	Mechanism.....	1	Friday	7-9:30
IE2	Methods Engineering.....	2	Wednesday	7-9:30
Ch5	Organic Chemistry I.....	1	Monday	7-9:30
Ch6	Organic Chemistry II.....	2	Monday	7-9:30
ChL5	Organic Chemistry Laboratory I.....	1	Friday	7-10
ChL6	Organic Chemistry Laboratory II.....	2	Friday	7-10
P1	Physics I.....	1, S	Friday	7-9:30
P2	Physics II.....	2, S	Friday	7-9:30
IE3	Time Study.....	1	Friday	7-9:00
Ch3	Qualitative Chemistry.....	1	Monday	7-9:30
ChL3	Qualitative Chemistry Laboratory.....	1	Wednesday	7-10
Ch4	Quantitative Chemistry.....	2	Monday	7-9:30
ChL4	Quantitative Chemistry Laboratory.....	2	Wednesday	7-10
ME3	Strength of Material I.....	1	Monday	7-9:30
ME4	Strength of Material II.....	2	Monday	7-9:30
CE9	Structural Design I.....	1	Wednesday	7-9:30
CE10	Structural Design II.....	2	Wednesday	7-9:30
CD1	Structural Drawing I.....	1	Wednesday	7-9:30
CD2	Structural Drawing II.....	2	Wednesday	7-9:30
	Sub-Freshman Mathematics.....	1	Tuesday and Thursday	7-10
CE1	Surveying I.....	1	Wednesday	7-9:30
CE2	Surveying II.....	2	Wednesday	7-9:30
IE4	Production Planning and Control.....	2	Thursday	7-9:00
CE3	Transportation Engineering.....	1	Friday	7-9:30
M2	Trigonometry.....	2, B, S	Monday	7-9:30

(1) 1 = First Semester; 2 = Second Semester; B = Repeated for Division B about March 15; S = Summer Term.

(2) Analytical Geometry and Differential Calculus are given as one course.

ENGINEERING LABORATORY EQUIPMENT

CIVIL ENGINEERING LABORATORIES

A considerable amount of demonstration equipment including many models is available for use in the study of structures, hydraulics, sanitary engineering, highways, concrete and soil mechanics.

Surveying

The Department of Civil Engineering is provided with a variety of excellent and up-to-date equipment for field work. The instruments have been chosen to make possible the working out of advanced as well as elementary field problems, and to acquaint the students with the principal makes and types of instruments in general use.

Hydraulics and Sanitary Engineering

This laboratory, located on the first floor of the South Building, is equipped with demonstration measuring devices for use in connection with the courses in hydraulics.

Complete equipment is also provided for studies of water softening, filtration, coagulation, analysis of water and sewage by the photometer, and analysis of bacterial condition of water and sewage. Also specialized equipment for advanced courses in sanitary research.

Concrete and Highway Engineering

Located on the second floor of the South Building, this laboratory is equipped for conducting all the routine tests on cement and aggregate. The 300,000 lb. Riehle testing machine in the Mechanical Engineering Department is available for compression tests on concrete cylinders.

Equipment is also available for conducting a major portion of the accepted tests on bituminous materials as used in highway work. Soil Mechanics equipment consists of a general soil sampler, consolidometer, wet-mechanical gram-size analysis and a quicksand demonstration tank.

Aerial Photogrammetry

The apparatus in this laboratory may be used to instruct the students in the basic principles of photogrammetry, or may be used

to instruct the students in the more technical phases of photogrammetry such as horizontal control, vertical control, stereoscopic plotting, mechanical triangulation, and the tri-metrogon method of plotting.

CHEMICAL LABORATORIES

For experiments and investigations in Chemistry there are available two laboratories with the following equipment:

Analytical Chemistry

The laboratory for Analytical Chemistry is fully equipped for giving instruction in the usual undergraduate courses. Each student is supplied with the necessary Pyrex and Kimble laboratory glassware, Stillmanite and Coors porcelain, and the standard pieces of hardware. Special equipment of all needed types is available.

An adjoining balance room is equipped with Becker and Voland balances suitable for quantitative analytical work.

Industrial Chemistry

This laboratory is equipped with high pressure steam, vacuum, and the facilities usually found in a chemical laboratory. The various instruments and other chemical equipment necessary for the examination, testing, and analysis of the raw materials, intermediate and final products of the various industries are at hand.

The electrical equipment includes a Kimley electro-analysis machine for the determination of copper, lead, nickel, and zinc; a Hevi-duty electric furnace for use in ignition and combustion work; and a Freas drying oven capable of adjustment for various temperatures. Power is available in a variety of D.C. and A.C. voltages.

Inorganic Chemistry

In the locker assigned to each student for his individual use are the articles needed more or less continually by him as he does his experiments in the laboratory sessions. He has a liberal supply of glass, porcelain, metal and other articles. Additional pieces of apparatus are issued from the stockroom or otherwise made available for use in particular experiments where they are needed.

The laboratories are equipped with general facilities appropriate to this course, such as gas, electricity, cold and hot water, fume hoods.

Organic Chemistry

The needed equipment is available. There are individual lockers and apparatus, fume hoods for general use, and special equipment, as required.

Drying operations are carried out with the aid of a steam-heated drying chamber, and electrically heated drying oven. Steam lines on the benches supply the steam for steam distillations, eliminating the necessity of individual steam generators.

ELECTRICAL ENGINEERING LABORATORIES

The Electrical Engineering laboratories are located in the South Building. Four laboratories are included in this unit: Dynamo, Measurements, High Tension, and Electronics and Communications.

Dynamo

This laboratory is provided with both 60 cycle three-phase 230 volt alternating current and 115-230 volt three-wire direct current. The equipment includes more than sixty motors and generators of different types together with the necessary auxiliary equipment to operate and test them. The motors and generators have been selected so as to reduce as much as possible the risk from high voltage while making available to the students a representative range of commercial apparatus.

Electrical Measurements

The equipment here is of two distinct types: first, that planned primarily for teaching principles of measurement, and secondly that which is used in teaching advanced standardizing methods as well as for calibrating instruments in other laboratories of the University. Briefly, this laboratory is equipped for practically any work in electrical measurements except for the absolute determinations carried on in national standardizing laboratories.

High Tension

This laboratory is equipped with the necessary transformers and auxiliary equipment to provide 4 Kva. at 50,000 volts potential. A special room has been equipped for cable and insulation testing, and impulse testing of insulation is made possible by a surge generator capable of producing waves having crest values up to 300,000

volts. A 4,000 ampere low voltage transformer is also available for the study of the effects of heavy currents in conductors, switches, and contacts.

ELECTRONIC ENGINEERING LABORATORIES

The Electronics laboratories are located in Richards Hall and the South Building.

Electron Tubes and Circuits

Equipment is available to study the operating of all types of electron tubes that are normally used, extending from diodes through to beam tubes, gas triodes, photocells, cathode ray tubes, and the various rectifier, amplifier and other basic circuits used with them, including vacuum tube voltmeters, regulated power supplies, resistance coupled amplifiers, inverse feedback amplifiers, etc.

Electronics and Communications

These laboratories are equipped with modern apparatus for work in the fields of electronics, networks, radio engineering, ultra-high frequency techniques and industrial electronics. The equipment includes Westinghouse Ignitron Rectifier, Industrial X-Ray Equipment, Motor Control Unit and equipment on Induction and Dielectric Heating.

Industrial Electronics

Equipment available for this course includes: photocell and time delay relays, motor controls, cathode ray oscilloscopes, grid controlled rectifiers, oscillators, induction and dielectric heating equipment, and welding control equipment.

Communication Engineering

Equipment available for this course includes crystal oscillators, radio frequency amplifiers, frequency doublers, plate and grid modulation units, complete transmitters, radio frequency transmission lines. The frequency modulation apparatus includes balanced modulators, reactance modulators, phase modulators, discriminators, limiters, networks, antenna units, and complete receivers.

Apparatus for television includes sweep oscillators and amplifiers, synchronizing circuits, video amplifiers, multivibrators, counters, clipping, shaping and D.C. insertion circuits, and television receiving equipment.

In the newer fields such as Industrial Electronics and Television equipment is added from time to time as practical experiments are developed.

INDUSTRIAL ENGINEERING LABORATORY

The Industrial Engineering Laboratory is located in Richards Hall and is devoted exclusively to methods engineering and time study analysis. This laboratory is completely equipped with the latest facilities and tools used by industrial engineers. Besides the general equipment consisting of benches, tables, lathes, jigs, fixtures, and racks, the laboratory has an ample supply of time study boards, stop watches and timers for time study work. There is also available complete motion picture equipment and microchronometers for micromotion work.

Students in the Department of Industrial Engineering also share in the use of the Mechanical Engineering Laboratories.

MECHANICAL ENGINEERING LABORATORIES

The Mechanical Engineering Department has a suite of well-equipped laboratories, containing a large variety of modern machines and occupying over 10,000 square feet of floor space in the basement of Richards Hall. Special areas have been set aside and equipped for oil testing, mechanics research, and similar purposes. Auxiliary equipment is, of course, available for making all the usual tests and measurements.

Steam Power

This equipment includes a wide variety of steam engines, turbines, pumps, heat exchangers, and measuring instruments.

Testing Materials and Heat Treatment

For tension, compression, bending, and shearing tests, the laboratory is equipped with a 300,000 lb. capacity Riehle and a 50,000 lb. capacity Olsen, as well as several smaller testing machines. For other tests the laboratory has cement testers, torsional testing machines, impact testers, fatigue testers, hardness testers, extensometers, oil testing equipment calorimeters, as well as instruments for measuring speed vibration, temperatures, pressures and flow of fluids.

For heat treatment studies, an electric furnace and a gas-fired furnace are available. Equipment magnifying up to 2600 diameters is available for photographing crystalline structures, and the laboratory has polaroid equipment for photoelastic stress analysis.

Machine Shop

Adjoining the laboratory is a machine shop fully equipped with machine tools, welding equipment, and a small forge.

Internal Combustion and Aeronautics

The internal combustion equipment includes a number of gas and oil, automobile, airplane, and Diesel engines. Most of these are set up for running experimental tests, but several are available for dismantling and demonstration purposes.

An open circuit Venturi type wind tunnel having a three-foot throat and capable of 120 miles per hour wind velocity is available for experimental and demonstration work in the measurement of air forces on model planes and other structures. The tunnel is equipped with three component hydraulic balances having variable degrees of sensitivity.

DESIGN AND DRAFTING ROOMS

The School possesses large, light, and well-equipped drawing rooms for the carrying on of the designing and drafting which form so important a part of engineering work. These rooms are supplied with lockers containing the drawing supplies, and files containing blueprints, and photographs of machines and structures that represent the best practice. Drafting room blackboards are equipped with traveling straightedge devices which facilitate speed and accuracy in blackboard demonstrations.

PHYSICS DEPARTMENT

The Physics equipment has been carefully selected and is ample for demonstrating physical principles. The following apparatus is available for this purpose:

Motor driven Hyvac pump, mechanical oscillator, elasticity apparatus; Joly balance; barometers; pulleys; specific gravity bottles; torsion balance; eight-foot slide rule; wave apparatus; spherometers; organ pipes; tuning forks; Hartl optical disk; arc illuminator; projection lantern; refraction apparatus; metronome;

lenses; calorimeters; hydrometers; thermometers; burners; apparatus for measuring latent heat, specific heat, expansion and mechanical equivalent of heat; optical bench and supplies; diffraction grating; spectroscopes; rheostats; galvanometers; magnets; electrostatic apparatus; electroscope; Wimshurst machine; induction coil; ammeters; voltmeters; resistance boxes; condensers; wheatstone bridges; thermocouples; demonstration table equipped with water, compressed air, exhaust hood, 110 volts D.C., 110 volts A.C., and 220 volts A.C.

DESCRIPTION OF COURSES

THE LINCOLN TECHNICAL INSTITUTE reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum.

The Lincoln Technical Institute further reserves the right to change the requirements for graduation, tuition and fees charged, and other regulations. However, no change in tuition and fees at any time shall become effective until the school year following that in which it is announced.

Any changes which may be made from time to time pursuant to the above policy shall be applicable to all students in the school, college, or department concerned, including former students who may re-enroll.

CHEMISTRY

Ch 1-2 General Chemistry

This course will instruct in the fundamental ideas of matter and energy; properties of gases, liquids, and solids; molecular weights; equations and valence; classification of the elements; ionic reactions; chemistry of metals and non-metals; electrochemistry; introduction to organic chemistry including industrial applications to petroleum, rubber, synthetic resins, plastics; chemotherapy; laboratory experiments demonstrating the principles discussed in class.

2½ semester hours credit

ChL 1-2 General Chemistry Laboratory

This course consists of a series of laboratory experiments operated in conformance with the lecture course in General Chemistry (Ch 1-2).

3 semester hours credit

Ch 3 Qualitative Chemistry

The object of this course is to give the student knowledge of the various fundamental laws and principles. A portion of the time is devoted to the formulation of numerical terms which are essential to the understanding of the mass action law, ionic equilibria, solubility product, hydrolysis, and redox instants. The use of the newer spot tests is stressed and, where possible, their reactions explained.

(Prerequisite, Ch 1-2)

2½ semester hours credit

ChL 3 Qualitative Analysis Laboratory

This course applies the material covered in Ch 3 to actual problems. After some preliminary experiments, certain procedures are combined and the separations and identifications made on both known and unknown solutions. Finally, these are combined into a complete, systematic scheme

which is applied to artificially prepared mixtures and industrial materials. Careful manipulations, thoroughness in observation, and accuracy in arriving at conclusions are expected of each student.

(Prerequisite, Ch L 1-2)

3 semester hours credit

Ch 4 Quantitative Chemistry

It is the purpose of this course to give to the student a realization of the scientific development of quantitative methods. Each of the major operations such as weighing, measurement of volumes, titration, filtration, ignition, and combustion, is considered from the standpoint of the theoretical principles involved, and with due consideration of the manipulative technique necessary.

This is followed by the combination of these operations and their application to actual analysis, including a comprehensive study of volumetric methods and of the more elementary parts of gravimetric analysis.

As the correct calculation of analytical results is of no less importance than the actual procedures of analysis, a number of problems forms a very important part of the course.

(Prerequisite, Ch 3)

2½ semester hours credit

ChL-4 Quantitative Analysis Laboratory

This is a laboratory course intended to illustrate by actual use the various analytical methods considered in Ch 4. After certain preliminary experiments designed to acquaint the student with the apparatus used, volumetric analysis, including acidimetry and alkalimetry, oxidation, reduction, and precipitation methods are taken up. This is followed by simple gravimetric analysis.

(Prerequisite, Ch L 3)

3 semester hours credit

Ch 5 Organic Chemistry

A study of the basic principles of the aliphatic organic compounds including hydrocarbons and isomerism, petroleum, alcohols, carboxylic acids, halogen compounds, and stereochemistry. The resemblances of classes is stressed, and emphasis is placed on genetic charts. The industrial significance of the subject is discussed to show the practical nature of organic chemistry.

(Prerequisite, Ch 1-2)

2½ semester hours credit

ChL-5 Organic Chemistry Laboratory

Preparations and reactions of the aliphatic compounds.

(Prerequisite, Ch L 1-2)

3 semester hours credit

Ch 6 Organic Chemistry

A continuation of Ch 5 dealing with the preparation and characteristic reactions of the aromatic organic compounds. Special attention is given to polymerization, diazotization, aromatic hydrocarbons, benzene, substitution in the benzene ring, phenols, aromatic acids, dyes, rubber, synthetic resins and plastics. A few of the more important heterocyclic compounds may be covered.

(Prerequisite, Ch 5)

2½ semester hours credit

ChL-6 Organic Chemistry Laboratory

Preparations and reactions of the aromatic compounds.

(Prerequisite, Ch L 5)

3 semester hours credit

CIVIL ENGINEERING**CE1-2 Surveying**

(a) A course of lectures which treats the basic principles, such as: taping, compass, theory and use of the transit as applied to both random and closed traverses, differential leveling, profile leveling, and double-rodged leveling. The D.M.D. and rectangular co-ordinate methods (of computing, plotting and running traverses) are stressed and especially as they may apply to such work or procedure as outlined by the Massachusetts Land Court.

(b) A continuation of Surveying (a), consisting of lectures and problems on simple curves (railroad curves and circular arcs), vertical curves, compound Stadia surveying, the theory and use of the plane table, plane triangulation curves, and elementary earthwork problems.

(Prerequisite, M 1-2)

5 semester hours credit

CE3 Transportation Engineering

This course consists principally of a discussion of modern highway engineering practices. The general features of routing, such as horizontal and vertical curves, rates of grade, superelevation, and traffic control are studied both from the viewpoint of safety and economics. Materials and tests of materials used in the construction of both highway and airport projects are discussed. Drainage problems and frost-action in subgrades are included in this discussion. The major portion of the course is spent on the construction procedure of the several types of roadways. These consist of the low-cost types such as stabilized soils, gravel, and crushed stone. The higher-cost types of roadways such as penetrated macadam, Portland Cement concrete, brick pavements, and asphaltic concrete are included. A brief discussion of airport design and layout concludes the course.

The application of the latest research development is considered throughout the entire course.

2½ semester hours credit

CE4 Hydraulics

This course is a study of the principles of both hydrostatics and hydrodynamics. The subjects considered are: the pressure on submerged areas together with their points of application; the laws governing the flow of fluids through orifices, short tubes, nozzles, weirs, pipe lines, and open channels; Reynolds numbers; and viscosity.

(Prerequisite, ME 1-2)

2½ semester hours credit

CE5-6 Engineering Structures

First term in this theory course covers the equilibrium of forces and structures by analytical and graphical methods. Shear and moment diagrams are reviewed and expanded. Analytical and graphical analysis of roof trusses and mill building frames are worked out. The use of influence lines in analyzing stresses in beams, girders, and trusses is discussed as well as absolute maximum moment in beams.

The work in the second term consists of analyzing the stresses in various types of railroad and highway bridge trusses by means of move-up load method and equivalent uniform loadings. Counters and lateral forces on the trusses are discussed. Deflections of beams and trusses by method of work (dummy load) and moment-area method are studied. The course closes with an introduction to the slope and deflection method as well as moment distribution method of analyzing statically indeterminate beam and portal problems.

(Prerequisite, ME 3-4)

5 semester hours credit

CE 7 Concrete

A consideration of the theoretical and practical principles involved in the design of concrete and reinforced concrete structures. The following subjects are thoroughly discussed: the manufacture of Portland Cement; the specification requirements for fine and coarse aggregates, followed by the design of a concrete mix; the design and capacity of existing single reinforced rectangular beams, double reinforced rectangular beams, and "T" beams; the fundamental principles underlying diagonal tension and bond stress; column design and methods of determining stresses in existing columns; the origin of curves and tables and their uses. Problems involving the above types of sections, first by the transformed area method and later by curves and tables, are done by the students.

(Prerequisite, ME 1-2)

2½ semester hours credit

CE 8 Concrete Design

This course will consist of the design of a cantilever retaining wall, retaining wall with counterforts, a typical bay of a reinforced concrete building, footing design, and a reinforced concrete bridge. The course will also include a detail discussion of the Hardy Cross method of moment distribution, column analogy, and a comparative discussion of stress analysis in rigid frames.

(Prerequisite, CE 7)

2½ semester hours credit

CE 9-10 Structural Design

This course consists of a study of the design of such structural units as steel beams, girders, columns, trusses, riveted connection and steel frames as a whole. Particular attention is given to the practical phases of construction and their relation to design. The design of structural timber is also studied. In the first half of the year the student is given many problems which he works out at home and in class and the last half of the year is usually devoted to the design and detailing of some larger, more complicated structures or portions of structures.

Students with a previous record of study in Structural Design may be admitted to this course for work of an advanced nature. Individual problems may be assigned, such as the design of a highway or railroad, a bridge, a roof truss or a portion of an office building.

(Prerequisite, CD 1-2 and ME 3-4)

5 semester hours credit

CD 1-2 Structural Drawing

The course in Structural Drawing consists of making shop drawings of the various members of modern steel frames. After making drawings of structural sections and standard connections, the student is given data from which he makes framing plans and shop details. The problems usually covered are: portions of a steel frame building, a bridge girder, and a roof truss.

(Prerequisite, D 1-2)

5 semester hours credit

ELECTRICAL ENGINEERING**EE-1 Direct Current Theory**

This course is designed to give the student the required understanding of direct current fundamental circuits. The course deals with such concepts as: emf., current, resistance, conductance, circular mil, Ohm's Law, series and parallel D.C. circuits, D.C. power and energy, primary and secondary cells, Kirchoff's Laws, instruments, magnetic circuits and electrostatics.

2½ semester hours credit

EE-2 Alternating Current Theory

This course consists of lectures and problems dealing with elementary A.C. circuit theory involving sinusoidal currents and emfs, effective value, power and energy, power factor, complex and polar notations, series and parallel circuits, resonant conditions, elementary polyphase circuits.

(Prerequisite, EE-1)

2½ semester hours credit

EE-3-4 Direct Current Machinery I and II

(Lecture and laboratory.) This course consists of the D.C. shunt, series and compound motor and generator. Emphasis is placed upon commutation, armature reaction, losses, efficiencies, stray power, ratings, methods of test as well as on auxiliary equipment such as protective devices. The application of D.C. machinery in industry is also involved.

(Prerequisite, EE-1)

5 semester hours credit

EE-5-6 Alternating Current Machinery I and II

(Lecture and laboratory.) This course involves more advanced alternating current theory as applied to transformers, induction motors, synchronous motors and alternators. Methods of construction, characteristics, operation and methods of testing are emphasized.

The accompanying laboratory includes some of the more difficult D.C. machinery experiments, as well as those dealing with A.C. circuits and transformers.

(Prerequisite, EE-2)

5 semester hours credit

EE-7 Electricity III

A course of lectures and problems dealing with the transmission and distribution of electric power by means of direct and alternating current. A complete study of the application of the various types of electrical machinery to industry.

(Prerequisite, EE 5-6)

2½ semester hours credit

EE-8 Electricity IV

A continuation of Electricity III consisting of lectures and problems covering the principles, characteristics, and applications of electronic tubes to industrial and commercial processes. This course is co-ordinated with appropriate laboratory work. *2½ semester hours credit*

EL-1-2 Advanced Electricity Laboratory I and II

This course includes tests on many different types of alternating current motors, generators, transformers, and rectifiers. Reports are written on the tests performed as in the previous course in Electrical Laboratory. The apparatus available for testing is sufficiently diverse so that experiments can be selected to fit the interests and need of individual students.

Typical experiments include the following: Load Test on Synchronous Generator; Determination of the Voltage Regulation of an Alternator by the American Standards Association Method; Tests on several different types of Induction Motors; Determination of the V-curves and Efficiency of a Synchronous Motor; Parallel operation of Alternators 3-phase transformer circuits.

(Prerequisite, EE 5-6)

5 semester hours credit

ELECTRONIC ENGINEERING**EE-9 Introduction to Electron Tubes**

The object of this course is to acquaint the student with the various types of electron tubes that will be used in the later courses on circuits and applications. It begins with a review of electron theory, then the theory of electron emission, by thermionic, photo-electric, secondary and field means, including the study of the construction and processing of the various types of cathodes. The construction and evacuation of tubes will be discussed. Then the diode tube with the space charge phenomena will be taken up leading into the control of electrons in vacuum tubes. The static and dynamic characteristics of the various tube types will be covered. Equivalent amplifier circuits will be discussed in preparation for a more complete study of them in Electron Tube Circuits. Rectifier action will be covered and the addition of gas in vacuum tubes and the control of discharges in gas filled tubes.

(Prerequisite, EE 1-2)

2½ semester hours credit

EE-10 Electron Tubes and Circuits I

This course is designed to follow Introduction to Electron Tubes. The first part of the course deals with a study of thyratrons, photocells, cathode ray tubes, ignitrons, multi-purpose and special tubes.

After completing the study of tubes, the analysis of circuits is started. First are rectifier circuits, both single and three phase, including choke and condenser input filters. Then Electronically regulated power supplies, followed by Photocell Relay circuits. Next Audio voltage amplifiers of the resistance and transformer coupled types. Included with amplifiers is a study of the decibel.

The laboratory experiments include series and parallel resonance, saturated reactors, electron emission, triodes, photocells, thyratrons, cathode ray tubes, rectifier circuits, and r-c amplifiers.

(Prerequisite, EE-9)

5 semester hours credit

EE-11 Electron Tubes and Circuits II

The material in this course is a continuation of Part I. It begins with Audio Frequency Power amplifiers, including Class A, AB, and B modes of operation. Included are Push Pull and inverse feedback circuits. Various types of microphones will be studied. This is followed by Low and High Pass and Band Pass Filter Circuits. Then pulse generating, shaping, square wave, clipping, differentiating, integrating and trigger circuits.

Laboratory experiments are conducted on most of the above subjects.

(Prerequisite, EE-10)

2½ semester hours credit

EE-12 Communication Engineering I

This course is designed to give the student a thorough knowledge of radio receiver operation and practice. After briefly covering the early types of radio receivers such as the regenerative and radio frequency circuits the super-heterodyne will be covered, both for broadcast and communications use. Particular attention will be paid to pre-selectors, mixers and convertors, intermediate frequency amplifiers, automatic volume control, and loud speakers. Audio amplifier and rectifier circuits will be reviewed as to use in receivers, as they will have been covered in a previous course. Attention will be given to problems of selectivity, sensitivity, stability and fidelity of receivers.

In the laboratory, experiments will be conducted on all of the above subjects including the use of an RCA dynamic demonstrator which allows the student to see a typical super-heterodyne circuit in large detail in operating condition with test points to attach meters or an oscilloscope.

(Prerequisite, EE 10-11)

5 semester hours credit

EE-13 Communication Engineering II

This course opens with the study of Radio Frequency Power amplifiers, which includes Class B and C modes of operation, neutralization, harmonic generators. Then a comprehensive study of oscillators including the various feedback circuits, crystal oscillators, parasitic oscillations, and special oscillator circuits. This is followed by a study of modulators, and then complete radio transmitters. The theory is completed with the study of radio wave propagation and antennas and transmission lines.

Laboratory experiments are conducted on many of the above subjects.

(Prerequisite, EE-12)

5 semester hours credit

EE-14 Frequency Modulation and Television

Principles and advantages of frequency modulation will be covered first, then the various methods of obtaining it in the transmitter and the special circuits found in the receiver. Ultra-high-frequency transmission

characteristics will also be covered in this course. Experiments in frequency modulation will parallel most of the lectures.

The basic principles of various methods of picture transmission such as wire photo, radio photo, facsimile and then television. Review of the mechanical methods used in early television. Electronic television systems, using the iconoscope and image dissector for transmission, and cathode ray tube for reception. Synchronizing circuits and problems. Video amplifiers, deflecting circuits, television transmitters, receivers and antennas. Problems and technique of transmission of motion pictures and outdoor and studio scenes.

5 semester hours credit

EE-15 Industrial Electronics I

In this course the use of electron tubes in industrial applications will be studied. Subjects include photocell relays, time delay relays, grid controlled rectifiers, and motor control circuits.

The laboratory experiments cover almost every subject covered in the theory part of the course: photocell and time delay relays, grid controlled rectifiers and inverters, and motor control circuits. Laboratory reports are required for each experiment.

(Prerequisite, EE 10-11)

2½ semester hours credit

EE-16 Industrial Electronics II

This course consists of studies of welding control circuits, induction, dielectric heating circuits and applications, and cathode ray oscilloscope in industrial applications.

The laboratory experiments cover welding controls, induction and dielectric heating applications, and cathode ray oscilloscopes. Laboratory reports are required for each experiment.

(Prerequisite, EE-15)

2½ semester hours credit

***EE-17-18 Electronic Test Equipment and Measurements I and II**

This course is designed for those who may wish to specialize in the fourth year, and instead of covering both the Industrial Electronic and Communication, Frequency Modulation and Television field will want to concentrate on one group or the other.

The subject material will be useful in either the field of Industrial Electronics or Communications. The course content includes review of D.C. and A.C. meters; measurement of R, L, and C; vacuum tube measurements; vacuum tube voltmeters; impedance at audio frequencies; impedance at radio frequencies; measurements of audio frequencies; measurement of radio frequencies; use of signal generators and audio oscillators in alignment and curves; cathode ray oscilloscopes; wave analyzer; and square wave testing.

5 semester hours credit

**Fourth Year Elective. This course may be substituted for EE-15-16.*

INDUSTRIAL ENGINEERING**IE 1 Job Analysis and Evaluation**

Basic principles underlying theory of wage calculation, job elements and their definitions, rating scales, writing job descriptions and specifications, selection of appropriate rating plan, setting up job factors and maximum point values, use of several methods of determining specific point values. Discussion of special cases from individual companies.

2½ semester hours credit

IE 2 Methods Engineering

Process and operation analysis through the use of process charts, flow diagrams, operation charts, man-and-machine charts, micromotion study, principles of motion economy. Work place layout, labor-saving tools and equipment, laboratory development work. Elementary time study. Setting up synthetic standards using elemental time values. Wage incentives, problems involved in the introduction of work simplification with particular emphasis upon employee morale.

2½ semester hours credit

IE 3 Time Study

Introduction to wage incentives and current wage plans. History and development of time study, relation to motion and micromotion study, preliminary observation, technique of making time studies. Rating procedure, development of proper concept of "normal" performance, applying the rating and relaxation factors. Setting job and element standards, use of allowances, treatment of variables, introduction to standard data, synthetic standards, problems in the application of standards. Laboratory practice will supplement the classroom work.

2½ semester hours credit

IE 4 Production Planning and Control

Factory organization, factory planning and layout, materials handling, storage, maintenance, power. Forecasting and budgeting, planning, scheduling, routing, dispatching, subcontracting. Quantity control, quality control, waste control, priorities, allocations, inventory control, records and reports.

2½ semester hours credit

MECHANICAL ENGINEERING**ME 1 Applied Mechanics (Statics)**

The subjects treated are collinear, parallel, concurrent, and non-concurrent force systems in a plane and in space; the determination of the resultant of such systems by both algebraic and graphical means, special emphasis being placed on the string polygon method for coplanar force systems; the forces required to produce equilibrium in such systems; first moments; and problems involving static friction, such as the inclined plane and the wedge.

(Prerequisite, P 1)

2½ semester hours credit

ME 2 Applied Mechanics (Kinetics)

The subjects treated are continuation of first moments as applied to varying intensity of force and to the determination of center of gravities of areas and solids; second moments and the application to the determination of moment of inertia of plane and solid figures, radius of gyration, polar moment of inertia; product of inertia principal axes, uniform motion, uniformly accelerated motion, variable accelerated motion, harmonic motion, simple pendulum, rotation, plane motion, work, energy, momentum and impact.

(Prerequisite, ME 1)

2½ semester hours credit

ME 3-4 Strength of Materials

This course comprises the study of the stresses and strains in bodies subjected to tension, compression, and shearing; common theory of beams with thorough description of the distribution of stresses, shearing forces, and bending moments; deflection of beams.

A study is made of the strength of shafting and springs; combined stresses in beams subjected to tension, compression, and bending; also strength of riveted joints, columns, and thin hollow cylinders, and brief consideration of strains and the relation of the stresses on different planes in a body.

(Prerequisite, ME 1-2)

5 semester hours credit

ME 5-6 Heat Engineering

The fundamentals of thermodynamics are discussed in this course and include the general theory of heat and matter; first and second laws of thermodynamics; equations of state; fundamental equations of thermodynamics; laws of perfect gases; properties of vapors including use of tables and charts; and the general equation for the flow of fluids. Particular emphasis is given to the properties of steam, the use of the steam tables, and the Mollier diagram.

The course also embraces a study of fuels and combustion of fuels as applied to steam boilers.

The purpose of the course is to familiarize the student with the theory of heat as applied to prime movers.

Descriptions of many different kinds of apparatus used in the steam power plant such as engines, turbines, and auxiliary equipment, including pumps, condensers, heaters, fans, etc., comprise the major part of the course. A large number of problems related to the apparatus discussed are solved. In addition to the above, such items as draft, chimneys, coal and ash handling equipment, piping and valves, and technical power plants are studied. In addition to the study of steam apparatus, air compressors and internal combustion engines are discussed.

(Prerequisite, P 1-2)

4 semester hours credit

ME 7 Mechanism (I)

The object of this course is to acquaint the student with the principles of mechanism which are met in practice and in machine design. The topics

considered are belting, pulley, and gear train calculations, both simple and epicyclic, cam design and theoretical design of gear-tooth shapes. The instant center calculations and velocity diagram plots or common linkages are studied.

(Prerequisite, MD 1-2)

2½ semester hours credit

ME 9-10 Machine Design

Typical problems presented for design are the triplex power pump, power shearing machine, and a twenty-ton hydraulic press.

Minimum sizes of the various parts are calculated and an assembly of the complete machine is drawn and traced. All calculations are carefully presented in notebook form.

Also, numerous miscellaneous small problems are taken up.

(Prerequisite, ME 3-4)

4 semester hours credit

ME 11-12 Mechanical Engineering Laboratory

This course includes a series of experiments upon various kinds of equipment used in modern power plants to demonstrate under actual conditions the principles developed in the Heat Engineering course. Additional experiments which include calibration of instruments, performance of hydraulic equipment, steam equipment as used in power plants, heating units for the household, air conditioning apparatus, internal combustion engines, and testing materials are performed. A complete report of each experiment is made.

(Prerequisite, ME 5-6)

5 semester hours credit

ME 13 Aerodynamics

Among the topics covered in this course are: the flow of an ideal fluid, development of the wing theory, properties of airfoils, engine and propeller characteristics, performance calculations, and stability.

2½ semester hours credit

ME 14 Aeronautical Laboratory

Laboratory exercises, such as the determination of airfoil characteristics, the effect of auxiliary lifting devices, lift, drag, and moment coefficients, and wind-tunnel calibration are carried on. Use is made of the smoke-tunnel to study air flow about various aircraft shapes. Allied tests are made on such equipment as gauges, fluid flow meters of all types, air blowers and pumps.

Experiments are carried on in the internal combustion laboratory where various engines are tested and experiments dealing with fuels and lubricating oils are made.

Detailed reports are required of each experiment.

2½ semester hours credit

ME 15-16 Airplane Design

The object of this course is to acquaint the student with the methods of practical airplane design as prescribed by the Civil Aeronautics Authority. The student will begin with the specifications of an airplane and complete the following phases of the design: (1) balance diagram; (2) weight estimate and balance table, (3) three view drawing, (4) estimate performance, (5) calculate stability, (6) stress analysis of the structure.

Students must have completed a course in Aerodynamics or must be taking it concurrently with this course.

2 semester hours credit

ME 17-18 Airplane Engines

Essentially a course in internal combustion engines, it deals with an exhaustive study of engine thermodynamics, emphasis being placed on the standard-air Otto and Diesel cycles. Many problems are solved to demonstrate the importance of compression ratios, variable specific heats, volumetric efficiency, and engine performance.

Fuels and their combustion are studied and calculations of theoretical and excess air are made based on fuel compositions, products of combustion, and experimental Orsat data.

A study is made of the functions and design of the moving parts in an aircraft engine. Problems in strength of materials are solved in the design of crankshafts, connecting rods, and valve springs. The effect of high temperatures and the heat treatment of metals are discussed in regard to the proper design of cylinders and valves. Other problems dealing with engine dynamics, inertia forces and balance are considered.

Detailed studies are made of carburetion, ignition, and lubrication; in addition to auxiliary equipment.

4 semester hours credit

DRAWING

D 1-2 Engineering Drawing

This course is planned to meet the requirements of a class composed of students who have had no previous instruction in drafting, and also for those who may have had one or two years' work in preparatory schools.

Instruction is given in the testing, use and care of the instruments and drawing supplies, and solutions are required for problems which are presented on about thirty drawing sheets. The topics studied in these sheets include: technique practice, lettering, geometric construction, orthographic projections, auxiliary views, revolution of objects, isometric, cavalier, cabinet and perspective projection, intersections, sections, helix and application, screw threads, dimensions and inking. A number of practical problems, pertaining to the professional courses to be taken, in which drawing is the application, are also given.

These give the student a thorough training in the fundamental principles of Engineering Drawing, so that he may easily do the drafting required in his professional course. A short lecture is given at the opening of each class based on the work at hand, and individual instruction is given during the remainder of the class period.

For those who have had some experience in Mechanical Drawing, a special course is devised which will take care of individual needs and offers students more advanced work.

5 semester hours credit

D 3 Engineering Drawing Fundamentals

This course is designed especially for the drafting requirements of engineers in the electrical or electronics fields. It provides instruction in the fundamentals of Engineering Drawing including drafting techniques, basic projections and auxiliary views, sections, developments, and systems of dimensioning as preparation for Electrical Drafting ED2 or Electronic Drafting ED4.

2½ semester hours credit

ED 2 Electrical Drafting

This course will provide training in electrical drafting basic to electrical design. The instruction will include fundamentals of mechanical drawing; electrical drafting symbols; one-line circuit diagrams; two and three-line D.C. and A.C. circuit diagrams including power transformers, motors and generators and circuit breakers; current and potential transformers, voltmeter, ammeter, wattmeter and watt-hour meter connection diagrams; relay and control circuits; conduit layout, details, conduit and wire schedules.

(Prerequisite, D3, EE 2)

2½ semester hours credit

ED 4 Electronic Drafting

This course is designed to provide training in the preparation of manufacturing drawings (including schematics, details and assemblies) for the radio and electronics industries. Instruction includes schematic diagram using the several systems of standards; electrical parts, their function, characteristics and mountings; insulation; materials and methods; sheet metal layout, tolerances and fabrication; fastenings; mechanics; layout and design, complete details and assembly drawings.

(Prerequisite, D3, EE 10)

2½ semester hours credit

MD 1-2 Machine Drawing

This course is taught on a problem basis with the student working out problems under the supervision of the instructor. The lectures and reading assignments correlate with the class problems. Short quizzes are given to cover the reading assignments. The principles covered include preliminary machine sketches, detailing from machines and from assembly drawings, dimensions with reference to basic size system, sectioning and the making of assembly drawings from details, and also problems in cam and gear construction.

The lectures and assigned readings take up such topics as fastenings, machine elements, methods of manufacture, jigs and fixtures, methods of reproducing drawings and those drawing techniques that are to be applied to the particular problem being done.

(Prerequisite, D 1-2)

5 semester hours credit

MATHEMATICS

Sub-Freshman Mathematics

The first part of this course is devoted to a thorough study of Algebra and Plane Geometry.

M 1 Algebra

Although the primary purpose of this course is to lay a thorough groundwork for the subsequent courses in Analytical Geometry, Calculus, and Applied Mechanics, it is nevertheless a complete unit in itself, and will enable the student to handle a considerable number of the problems arising in engineering practice.

Proceeding from a rapid review of the fundamental operations of Algebra, the work continues with a thorough study of fractions, linear and quadratic equations, graphs, exponents, logarithms, binomial theorem and related topics.

Early in the course complete instruction is given in the theory of the slide rule, and considerable practice in its use.

(Prerequisite, first courses in Algebra and Plane Geometry)

2½ semester hours credit

M 2 Trigonometry

This course includes the solution of all triangles by both natural and logarithmic functions, identities, radian measure, principal values and the solution of trigonometric equations. Particular attention is given to the applications of Trigonometry to engineering practice.

(Prerequisite, M 1)

2½ semester hours credit

M 3 Analytical Geometry

In this course instruction is given by lectures and recitations in the following subjects: plotting of functions, interpolation, the straight line, the conic sections, curves represented by various equations of common occurrence in engineering, graphic solution of equations, determination of laws from the data of experiments, simplification of formulas, and alignment charts. The plotting and analysis of charts in order to determine empirical formulas is an important part of the course.

(Prerequisite, M 1-2)

with M 5, 2½ semester hours credit

M 5 Differential Calculus

The work in the course consists of differentiation of algebraic, trigonometric, exponential, and logarithmic functions, both explicit and implicit; slopes of curves, maxima and minima with applied problems; partial differentiation; derivatives of higher order; curvature; points of inflection; related rates; velocities, acceleration; expansion of functions; series. Although the subject matter deals with considerable theory, constant sight is kept of the practical application.

(Prerequisite, M 3)

with M 3, 2½ semester hours credit

M 6 Integral Calculus

This is a continuation of Calculus M 5, and deals with integration as the inverse of differentiation as well as the limit of summation. The topics covered are methods of integration; use of integral tables; definite integrals; double and triple integrals; areas in rectangular and polar coordinates; center of gravity; moment of inertia; length of curves; volumes of solids; areas of surfaces of revolution; volumes by triple integration; practical problems in work, pressure, etc.

(Prerequisite, M 5)

2½ semester hours credit

PHYSICS**P 1 Physics I**

This course begins with the study of electricity and includes magnetism, electro-statics, resistance, capacitance, inductance, alternating currents, and series and parallel circuits.

This is followed by wave motion, sound, heat, and light. The section in heat includes thermometry, expansion, calorimetry, behavior of gases, vaporization and transfer of heat. Under the subject of light are reflection, refraction, dispersion, lenses, and optical instruments.

Each lecture includes a demonstration period and a problem period in which the student learns the practical application of the physical laws being studied.

2½ semester hours credit

P 2 Physics II

This course covers the fundamental principles of mechanics. Some of the topics covered are force; energy; work; statics; elasticity; linear, rotational and harmonic motion; liquids and gases.

The same lecture procedure is followed with respect to demonstrations and problems as is done in P 1.

2½ semester hours credit

THE LINCOLN TECHNICAL INSTITUTE
360 Huntington Avenue

Boston 15, Massachusetts

To the Dean:

I hereby apply for admission to the
Lincoln Technical Institute, and submit the following information:

(First name)

(Middle name)

(Last name)

(Street address)

(Town)

(State)

(Phone)

Age Date of Birth Married ☐ Single ☐
Place of Birth Nationality
Father's name
Address
Name of your employer Nature of your employment
Business address Business Telephone

I have attended, including other schools of the Northeastern University system, the following schools above grammar grade (if attendance at a university, designate school):

NAME OF SCHOOL	LOCATION — CITY, STATE		Clk. Yrs. Attended				Date Left	Date of Graduation	Degree if any
	1	2	3	4					

I wish to enroll for the following:

- ☐ Curriculum, leading to the Degree of Bachelor of Business Administration in Engineering and Management, offered by the School of Business, Northeastern University, and the Lincoln Technical Institute.
☐ Curriculum leading to the Degree of Associate in Engineering.
☐ Curriculum leading to the Diploma in Chemistry.

As part of the program checked above, I wish to elect the following major:

- ☐ AERONAUTICAL ENGINEERING ☐ ELECTRICAL ENGINEERING
☐ CHEMISTRY ☐ ELECTRONICS ENGINEERING
☐ CIVIL ENGINEERING ☐ MECHANICAL ENGINEERING
☐ INDUSTRIAL ENGINEERING ☐ STRUCTURAL ENGINEERING

☐ I wish to take the Sub-Freshman program with the major checked above.

☐ I do not wish to pursue a complete curriculum but, as a special student, wish to enroll in the following courses:

Please answer the following questions:

Have you passed a course in First Year Algebra? If so, give approximate year.
 Have you passed a course in Plane Geometry? If so, give approximate year.
 Have you passed a course in Elementary Chemistry? If so, give approximate year.
 (for Chemistry students only)

Application Accepted by

Signature of Student



THE LINCOLN SCHOOLS

Evening Sessions
OPEN TO MEN AND WOMEN

LINCOLN TECHNICAL INSTITUTE

Degree of Associate in Engineering Programs

Courses leading to the Degree of Associate in Engineering are offered in the following major fields:

AERONAUTICAL
CIVIL
STRUCTURAL

MECHANICAL
ELECTRICAL

ELECTRONICS
CHEMISTRY
INDUSTRIAL

Degree of Bachelor of Business Administration Program

A six-year program conducted in conjunction with Northeastern University School of Business is available which leads to the Degree of B.B.A. in Engineering and Management awarded by Northeastern University.

Special Programs

For those who do not wish to take one of the regular programs, special programs consisting of one or more courses can be arranged to meet individual needs.

LINCOLN PREPARATORY SCHOOL

Fully accredited by the New England College Admissions Board, General, Classical, and Technical high school courses are available. Students may enter in September, January, and June.

*For further information write, indicating the School in which
you are interested*

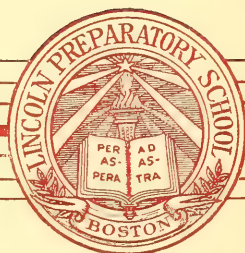
THE LINCOLN SCHOOLS

360 HUNTINGTON AVENUE, BOSTON 15, MASSACHUSETTS

Telephone, Kenmore 3177

1946-1947
EVENING SESSIONS
FORTY-NINTH YEAR

**LINCOLN
PREPARATORY
SCHOOL**



THE LINCOLN PREPARATORY SCHOOL

Evening high school courses are conducted on day-school standards by a competent faculty in a school accredited by the New England College Admissions Board as preparation for:

Employment in Business and Industry

Courses that offer sound general training whereby students develop the ability, poise, and self-confidence that make for success for those who do not plan further study on the college level. The competition of the reconversion period in business and industry will require the fullest development of one's abilities.

Colleges

Courses preparing student for admission to colleges —

By High School Diploma

By College Entrance Board Examinations

By Certification (without examination)

Professional Schools

High school courses designed to prepare students for entrance to colleges of Engineering, Business, and the pre-legal college programs preparing for entrance into Schools of Law, both day and evening.

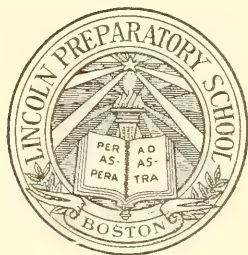
Nurses' Training in Hospitals

A high school course which prepares students to enter upon a training program in accredited hospitals.

Courses which prepare graduate nurses who are not high school graduates to fit themselves for graduate study, and for teaching and administrative positions in hospitals.

LINCOLN PREPARATORY SCHOOL

ACCREDITED BY THE NEW ENGLAND COLLEGE ADMISSIONS BOARD



The School is situated at the entrance to the Huntington Avenue subway within nine minutes
of Park Street and easily accessible from all points

EVENING SESSIONS

Admits Men and Women

EFFECTIVE METHODS OF INSTRUCTION

Adapted for Evening Students

CALENDAR, 1946-1947

Winter Term, January, 1946-May, 1946

DEC. 15-JAN. 7	Registration period.
JANUARY 7, 8	Classes begin.
FEBRUARY 22	Legal holiday. No classes.
APRIL 19	Legal holiday. No classes.
MAY 20-24	Final examinations.

Summer Term, June, 1946-September, 1946

JUNE 3, 4	Classes begin.
JULY 4	Legal holiday. No classes.
SEPTEMBER 2	Legal holiday. No classes.
SEPTEMBER 9-13	Final examinations.

School Year, September, 1946-May, 1947

SEPTEMBER 9-23	Registration period.
SEPTEMBER 23, 24	Classes begin.
NOVEMBER 11	Legal holiday. No classes.
NOVEMBER 21	Legal holiday. No classes.
DECEMBER 20	Last session before Christmas recess.

1947

JANUARY 2	Classes resume.
MAY 12-16	Final examinations.

Winter Term, January, 1947-May, 1947

JANUARY 6, 7	Classes begin.
MAY 19-23	Final examinations.

OFFICE HOURS

September 1945-June 15, 1946

Monday through Friday.....	8:45 A.M.-9:00 P.M.
Saturdays.....	8:45 A.M.-1:00 P.M.

June 17, 1946-August 10, 1946

Monday and Tuesday.....	8:45 A.M.-8:00 P.M.
Wednesday, Thursday and Friday.....	8:45 A.M.-5:00 P.M.

August 12, 1946-June 14, 1947

Monday through Friday.....	8:45 A.M.-9:00 P.M.
Saturdays.....	8:45 A.M.-12:00 NOON through August 31
	8:45 A.M.- 4:00 P.M. Month of September
	8:45 A.M.- 1:00 P.M. October 5, 1946-June 14, 1947

INTERVIEWS

Prospective students, or those desiring advice or guidance regarding any part of the school work, are encouraged to arrange for personal interviews with the Dean or other officers of instruction. Career planning through competent guidance provides an understanding of requirements for reaching vocational objectives and develops that definiteness of purpose so vital to success.

CALENDAR, 1947-1948

Summer Term, June, 1947-September, 1947

JUNE 2	Classes begin.
JULY 4	Legal holiday. No classes.
SEPTEMBER 1	Legal holiday. No classes.
SEPTEMBER 8-11	Final examinations.

School Year, September, 1947-May, 1948

SEPTEMBER 8-22	Registration period.
SEPTEMBER 22, 23	Classes begin.
OCTOBER 13	Legal holiday. No classes.
NOVEMBER 11	Legal holiday. No classes.
NOVEMBER 27	Legal holiday. No classes.
DECEMBER 22	Last session before Christmas recess.

1948

JANUARY 5	Classes resume.
FEBRUARY 23	Legal holiday. No classes.
APRIL 19	Legal holiday. No classes.
MAY 10-14	Final examinations.

Winter Term, January, 1948-May, 1948

JANUARY 6	Classes begin.
FEBRUARY 23	Legal holiday. No classes.
APRIL 19	Legal holiday. No classes.
MAY 17-21	Final examinations.

OFFICE HOURS

September 9, 1946-June 21, 1947

Monday-Friday	8:45 A.M.-9:00 P.M.
Saturdays	8:45 A.M.-1:00 P.M.

June 23, 1947-August 9, 1947

Monday and Thursday	8:45 A.M.-9:00 P.M.
Tuesday, Wednesday, and Friday	8:45 A.M.-5:00 P.M.

August 11, 1947-June 19, 1948

Monday-Friday	8:45 A.M.-9:00 P.M.
Saturdays	8:45 A.M.-12:00 NOON through August 30
	8:45 A.M.- 1:00 P.M., September 6, 1947-June 19, 1948

THE NEED FOR EDUCATIONAL PLANNING

The period of reconversion which will extend over these years immediately following the war brings with it that keen competition which pervaded business and industry. Applicants for employment who have not finished high school will be handicapped in applying for positions offering promising futures. *The trained person is the best investment for the employer who must get the most for his money.*

A realization of the stern facts brings one to the conclusion that education is not a "hit or miss" job but one that requires careful planning. The first step, of course, is to complete one's high school work. That should not be left undone. Such an omission half a century ago might not, probably would not, have been serious. But today it can be a calamity. On this foundation of high school work there can then be built a variety of structures: engineering training, nurses' training, business training, professional work of many kinds to which the individual may be adapted.

It is interesting to note that such work may now be done at convenient evening hours while the student pursues his regular daytime employment. Nothing stands between a prospective student and the completion of his high school work except the extent of his ambition.

Metropolitan Boston is rich in evening educational opportunities. The Lincoln Preparatory School is an accredited evening school maintaining day-school standards of performance, and enjoying for many years the confidence of the New England College Admissions Board, on whose approved list it stands.

Interviews are encouraged and counsellors are always available to give careful thought to the planning of an educational program to meet the need of each individual student.

BOARD OF TRUSTEES

ROBERT GRAY DODGE, *Chairman*

FRANK LINCOLN RICHARDSON, *Vice-Chairman*

WILMAN EDWARD ADAMS	HENRY INGRAHAM HARRIMAN
HENRY NATHANIEL ANDREWS	CHANDLER HOVEY
ARTHUR ATWOOD BALLANTINE	MAYNARD HUTCHINSON
GEORGE LOUIS BARNES	ARTHUR STODDARD JOHNSON
FARWELL GREGG BEMIS	IRVING EDWIN MOULTROP
HENRY GODDARD BRADLEE	AUGUSTIN HAMILTON PARKER, JR.
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WILLIAM PARTRIDGE ELLISON	CHARLES STETSON
JOHN WELLS FARLEY	EARL PLACE STEVENSON
ERNEST BIGELOW FREEMAN	ROBERT TREAT PAINE STORER
FRANKLIN WILE GANSE	EDWARD WATSON SUPPLE
HARVEY DOW GIBSON	JAMES VINCENT TONER

OFFICERS OF ADMINISTRATION

CARL STEPHENS ELL, A.B., M.S., Ed.M., Sc.D., *President*

EVERETT AVERY CHURCHILL, A.B., Ed.D., *Vice-President*

ALBERT ELLSWORTH EVERETT, B.C.E., M.B.A., S.B.

Director of Evening Program

DONALD HERSHEY MACKENZIE, B.S., Ed.M., *Principal*

FACULTY

The faculty of the Lincoln Preparatory School has been carefully chosen from the leading high and preparatory school teachers in Boston and its vicinity. They are college trained men who have proved their ability in their various fields of specialization. They are selected on the basis of their ability to convey knowledge to others in an interesting, inspiring and effective manner. Most of these men have served with the School for many years. They have an understanding of and a sincere respect for evening school students and take a personal interest in their ambitions and success.

WALTER E. ANTUNES*Appointed 1941*

B.S. Boston University, 1930; M.A. Boston University, 1932; Instructor in Biology, Long Island University, New York, 1931-33; Instructor in Science, Wakefield High School, 1936-.

*Chemistry***WALTER ALFRED BALDWIN***Appointed 1910*

A.B. Ohio Wesleyan University, 1906; graduate study University of Chicago and Harvard University; Head, Department of Mathematics, Chillicothe High School, Ohio, 1906-08; Head, Department of Mathematics, Mansfield High School, Ohio, 1908-10; Head, Science Department, Huntington School for Boys, Boston, 1912-14; Instructor in Physics and Chemistry, Lincoln Preparatory School, 1910-.

*Chemistry***WILLIAM TILDEN BENTLEY***Appointed 1916*

A.B. Harvard University, 1907; Submaster, Malden High School, 1914-24; Principal, Belmont School, 1924-29; Principal, Charles A. Daniels School, 1929-41; Principal, Glenwood School, 1942-.

*History***CARL F. CHRISTIANSON***Appointed 1933*

A.B. Wesleyan University, 1923; Tilton School, New Hampshire, 1923-24; Abington High School, 1924-27; Huntington School for Boys, 1927-.

*History***MICHAEL D'AMELIO***Appointed 1942*

A.B. Harvard College, 1922; Instructor, Brookline High School, 1922-26; Instructor, Boston Latin School, 1926-27; Instructor in Mathematics, English High School, 1927-.

*Mathematics***PERCY EDWARD JONES***Appointed 1923*

Sloyd Training School, 1920; B.S. Boston University, 1930; Instructor in Mathematics and Drawing, Huntington School for Boys, 1919-.

*Mathematics***A. ROBERT KELMAN***Appointed 1930*

B.B.A. Boston University, 1925; School of Education, Harvard University; Instructor, Quincy Senior High School, 1921-25; Instructor, Weaver High School, Hartford, Connecticut, 1925-26; Instructor, Bulkeley High School, Hartford, Connecticut, 1926-29; Head of the Department of Social Studies, The Senior High School, Watertown, 1930-.

History

ALFRED BLANCHARD KERSHAW*Appointed 1928*

A.B. Amherst, 1904; A.M. Amherst, 1907; Instructor, The Allen School, West Newton, 1908-09; Instructor in English, Brockton High School, 1909-11; Master, English High School, Boston, 1911-.

English

JOHN W. MCGUCKIAN*Appointed 1944*

B.Sc. Massachusetts State College, 1931; M.Ed. Boston Teachers College, 1937; Instructor, Jamaica Plain High School, 1931-42; Junior Master, Roslindale High School, 1942-.

Biology

RICHARD LAWRENCE MCGUFFIN*Appointed 1928*

B.A. Boston University, 1920; M.A. Boston University, 1925; Ed.M. Harvard Graduate School of Education, 1926; Instructor in English, Lebanon Boys' School, Suk-el-Gharb, Syria, 1921-24; Directeur, Foyer De Garçons, Tunis, North Africa, 1927-28; French Master, Boston Latin School, 1929-.

French

MARSHALL NEWTON*Appointed 1940*

A.B. Dartmouth College, 1925; M.A. Harvard University, 1929; Instructor, Bowdoin College, 1928-30; Instructor, Massachusetts Institute of Technology, 1931-32; Instructor, Tufts College, 1933-.

Spanish

THEODORE WOODS NOON*Appointed 1922*

A.B. Yale College, 1896; M.A. Yale University, 1898; Exhibitioner, Emmanuel College, University of Cambridge, England, 1906-07; Master, Lawrenceville School, Lawrenceville, New Jersey, 1908-18; B.D. University of Chicago, 1913; S.T.M. Boston University, 1922; Ed.M. Harvard University, 1924; Instructor in Lincoln Preparatory School and Huntington School for Boys, Boston, 1922-.

Latin and Ancient History

DEANE STANFIELD PEACOCK*Appointed 1931*

A.B. Bowdoin College, 1917; A.M. Bates College, 1927; Ed.M. Harvard University, 1932; Principal, Oakland High School, Maine, 1919-24; Principal, Freeport High School, Maine, 1924-31; Junior Master, English High School, Boston, 1932-.

History

OLAN A. RAND*Appointed 1943*

B.A. Washington and Lee, 1926; Graduate Study, University of Vermont; Teacher, Franklin High School, New Hampshire, 1926-28; Teacher, Barre High School, Vermont, 1929-43; Instructor, The Huntington School, 1943-.

English

BARNET RUDMAN*Appointed 1942*

A.B. Harvard University, 1921; Ed.M. Boston Teachers' College, 1934; Instructor in Mathematics, Rocky Grove High School, Franklin, Pennsylvania, 1921-23; Instructor in Mathematics, Pittsfield High School, 1923-28; Head of the Department of Mathematics, 1927-28; Instructor in Mathematics, South Boston High School, 1929-32; Instructor in Mathematics, English High School, 1932-.

Mathematics

ALFRED LORING SKINNER*Appointed 1927*

A.B. Harvard University, 1919; Instructor in Mathematics, North Andover, Massachusetts, 1919-22; Instructor in Mathematics, Huntington School for Boys, Boston, 1922-.

Mathematics

RALPH E. WELLINGS

Appointed 1944

A.B. Boston College, 1920; A.M. Boston College, 1925; Ed.M. Boston Teachers' College, 1930; Teacher, Brighton High School, 1925-28; Teacher, Dorchester High School for Boys, 1928-44.

Mathematics, Physics

EDNA M. EDISON

Executive Secretary

MILDRED L. SPRAKER

Bookkeeper

HISTORICAL STATEMENT

The Lincoln Preparatory School, affiliated with Northeastern University and known for many years as the Northeastern Preparatory School, had its real beginning in 1897 in the separate evening courses offered in History, Science, and other subjects of a cultural nature, and in certain trade courses intended to benefit men engaged in various occupations.

Gradually the trade courses were discontinued and the remaining subjects were welded into a regular high school program, upon the completion of which a standard high school diploma was awarded.

All classes in the Lincoln Preparatory School are held in the evening and are especially designed to meet the needs of those who are employed during the day.

The primary purpose of the School has been effective preparation of students for college entrance. For this reason constant attention has been paid through the years to the maintenance and improvement of standards.

In 1925 women were admitted to classes on the same basis as men. Since 1924 the School has been accredited by the New England College Entrance Certificate Board, now called the New England College Admissions Board. This is a marked distinction in the case of an evening school, and an expression of confidence that day-school standards are maintained. The School today offers curricula in the general, scientific, and classical fields. The enrollment has increased from fewer than fifty students to almost five hundred, of whom two-fifths are women. The faculty has been increased until it now numbers from twenty to twenty-five men of wide experience and training, drawn from the leading day preparatory and high schools of Metropolitan Boston.

Through the Lincoln Preparatory School many men and women have been able to solve their problems and to secure that education which has enabled them to succeed in the work for which they are adapted by ability and interest. Without these facilities many of these alumni would still be occupying minor positions with little opportunity for advancement on account of lack of training.

THE LINCOLN PREPARATORY SCHOOL

Characteristics of the School

Before a prospective student makes a final decision regarding the evening school he wishes to enter, he should ascertain some of the characteristics of a good preparatory school. Following are the outstanding characteristics of the Lincoln Preparatory School:

1. It is non-proprietary, and organized exclusively for service to students, the income being devoted to that end rather than being organized for profit.
2. Adequate fees are charged to insure the employment of the best teachers attainable and to provide constant improvement in the educational processes.
3. Scholarship funds are available to assist deserving and needy students who cannot meet the fees that must be charged if high standards are to be maintained.
4. It has a trained and experienced faculty; that is, the men who form its staff are teachers of experience with long practice in dealing with the individual problems of students.
5. All work is conducted on a regular classroom basis to meet the approval of higher institutions and the New England College Admissions Board requirements.
6. The size of the classes is such as to permit reasonably individualized attention.
7. The courses are conducted so that the content of each course is thoroughly covered in order that it may be of the maximum value to the student, not only in the interests of his personal growth, but as preparation for further study.
8. The student body is adequately prepared for the type of instruction which is to be imparted in the classroom. The level of achievement is not lowered by the admission of unfit students.
9. High quality of performance is maintained in the classroom, and students bring to bear on their studies an interest and enthusiasm which permit all work to be conducted on a high, qualitative plane. Classes are not conducted to be a vehicle by which students may obtain credit by easy and slipshod methods. Credit is awarded only when the quality of the student's work meets the definition of Requirements of the College Entrance Examination Board and the New England College Admissions Board.
10. Its graduates have proved successful in college, in the professions, and in business life.
11. There are adequate laboratories, classrooms, and other facilities.
12. The employment of a full-time administrative organization affords opportunities for skilled educational and vocational guidance.

Aims of the School

The aims of the Lincoln Preparatory School may be classified as follows:

1. The offering of educational opportunities to men and women by methods of instruction carefully adapted to the needs of adult students.
2. The providing of this instruction at convenient evening hours, so that the student need not leave his or her present employment while obtaining an education.
3. The conducting of the school work on such a high qualitative plane that those students who wish to prepare for college may be adequately prepared for entrance examinations, or for entrance by certificate if their ability and performance warrant.
4. The offering of a general program to those who do not plan to enter college, that they may develop a taste for the better things in life and that they may advance to a larger personal growth.
5. The offering of special courses for those who have particular needs related to specialized occupations.
6. The selection of the most competent and experienced faculty available.
7. The maintenance of the excellent work which has earned for the School the approval of the New England College Admissions Board.
8. The personal interest of every school officer in the problem of the individual student.

Location of the School

The work of the School is conducted in the following four buildings of Northeastern University situated on Huntington Avenue just beyond Massachusetts Avenue at the entrance to the Huntington Avenue subway.

Richards Hall is situated at 360 Huntington Avenue. This building is adequately equipped with classroom, drawing room, and laboratory facilities. In the basement are the checkroom, the bookstore, and the Husky Hut. The School office is located on the first floor.

New Building. In this building are located the Chemical Engineering and Biological laboratories, a large Commons room open to day and evening students, and eighteen classrooms and lecture halls.

The East Building, in which are situated the University library, several classrooms, and the Chemical laboratories.

The South Building is situated in the rear of the East Building and contains several classrooms and the Electrical laboratories.

Student Body

The students of the Lincoln Preparatory School are men and women of earnest purpose, who have come to recognize the value of education but who through force of circumstances have been unable to complete a high

school course. The ages of the students range *from fifteen to sixty-nine*, with the average age *twenty-two*.

Some students are attempting to increase their vocational opportunities; some are completing a high school education begun elsewhere but interrupted; some are beginning here their high school work; some are adding to their training cultural or practical subjects which were formerly omitted; some are undertaking special courses to prepare them for increased usefulness in war work. In fact, the School is ready to serve students of all ages at a point where they need real service. The student body represents also men and women from all walks of life.

Alumni

The Alumni of the Lincoln Preparatory School are excellent witnesses of the work the School has done and is doing.

Many of our graduates are engaged in the various professions, such as Engineering, Law, Medicine, Teaching, and Dentistry, or are engaged in successful business activities and in public life. Furthermore, the School has been of benefit to many who did not complete our graduation requirements but obtained here the credits necessary for college entrance or for some other specific purpose, having completed elsewhere part of their high school training.

Women graduates of this School are in the hospital training schools of the State or have graduated therefrom. Some occupy teaching and administrative positions in our hospitals. Many others have proceeded to colleges and professional schools to prepare for positions in teaching, library science, and business.

Our former students are in colleges and professional schools scattered across the country. The following are some of the colleges that have been attended by Alumni of the Lincoln Preparatory School:

HARVARD UNIVERSITY
TUFTS COLLEGE
MASSACHUSETTS INSTITUTE
OF TECHNOLOGY
BOSTON UNIVERSITY
UNIVERSITY OF MICHIGAN
JACKSON COLLEGE
PURDUE UNIVERSITY
UNIVERSITY OF ALABAMA
COLUMBIA UNIVERSITY
COLBY COLLEGE

SIMMONS COLLEGE
UNIVERSITY OF MAINE
CLARK UNIVERSITY
MASSACHUSETTS STATE COLLEGE
UNIVERSITY OF CHICAGO
SYRACUSE UNIVERSITY
YALE UNIVERSITY
DARTMOUTH COLLEGE
BOWDOIN COLLEGE
BATES COLLEGE
NORTHEASTERN UNIVERSITY

INFORMATION REGARDING ADMISSION

Admission Requirements

Any man or woman of good moral character, regardless of occupation, race or creed, who has completed at least eight grades of a grammar school, or the equivalent, may enroll in the School.

The courses offered are designed to prepare students to enter institutions of higher learning. Those students, however, who do not intend to proceed to higher institutions may select from the offering of courses a special combination of subjects which will benefit them in the work in which they are engaged during the day. Before enrolling for such subjects, students are urged to see the Headmaster, explaining the particular nature of the employment in which they are engaged, so that he can arrange the program best suited for their needs. Special combinations of subjects may be selected to embrace business, science, or special technical work.

Applications for Admission

Students who plan to enter the School must file the official application blank which must be accompanied by the registration fee of five dollars. All applications for admission should be filed as early as possible in order that the status of each student may be definitely determined and a satisfactory program arranged before the actual opening of the term.

Credit from Other Schools

Students who have completed high school work in other approved institutions may obtain credit for that work towards the diploma of this School by presenting a certified transcript of record from the school previously attended. The officers of the School are glad at all times to obtain for prospective students transcripts of their records of work at other schools, evaluate such records in terms of diploma credits and suggest a program, indicating the cost of the program and the time necessary to meet graduation requirements.

The responsibility devolves upon the student for making sure that his program does not contain a subject for which prior credit has already been awarded in some other school. Such courses, however, may be taken without credit as review courses preparatory to later advanced work.

ADMINISTRATIVE REGULATIONS

Examinations and Quizzes

Examinations are held throughout the term at the discretion of the instructors. Final examinations are required upon the completion of all courses. The following system of grading is used:

- A — 90 to 100 — Excellent
- B — 80 to 89 — Good
- C — 70 to 79 — Fair
- D — 60 to 69 — Lowest Passing Grade
- E — 50 to 59 — Conditioned
- F — Below 50 — Failure

A student marked E (Conditioned) may enroll in the advanced course in the same subject immediately following, but upon condition that he remove his deficiency by special examination early in the next term. A fee of \$3 is required for each such examination regularly scheduled.

A student receiving the grade of B is exempt from examination when applying for admission to the colleges composing the New England College Admissions Board. A list of these colleges is given on page 20. It is to be noted, however, that colleges retain the right to accept or reject applicants for admission.

Transfers

Students are not permitted to change from one course to another without first consulting the Headmaster or other duly authorized officer of the School and receiving a Transfer Order.

Reports of Standing

An informal report of the student's standing is issued at mid-term; and the formal report, covering the full record of the term, is issued at the close of each year.

In the case of students who are under twenty-one years of age, reports may be sent to parents in the event of unsatisfactory work on the part of the student, non-compliance with administrative regulations, continued absence, and withdrawal. Parents of minors may obtain reports at any time on request.

Attendance Requirements

A careful record of attendance upon class exercises is kept for each student. Absence from regularly scheduled classes on any subject will seriously affect the standing of the student. It may cause the removal of certain subjects from his schedule and the listing of these as "conditioned

subjects." However, if reasonable excuse for absence be presented, the student may be allowed to make up the time lost, and be given credit for the work; but he must complete the work at such time and in such manner as his instructor in the course shall designate.

A minimum attendance record of 75 per cent must be maintained in all classes before a student will be admitted to examination.

Scholarships

The Executive Council has made available a few scholarships to assist needy students of good mental capacity who, because of financial limitations, might be deprived of educational opportunities. The award when a scholarship is granted is never in excess of one-half of the student's tuition fees for the year.

Late Registration

Those who find it necessary to register late may at the discretion of the Headmaster be permitted to enter the School provided they have not lost so much work as to render it impossible for them to proceed with the courses.

No reduction in fees is made because of late enrollment.

Examination Fees

The fee for a condition or make-up examination regularly scheduled is \$3.

The fee for a make-up quiz regularly scheduled is \$1.50.

Charges for Damages

Students who damage apparatus in the laboratories or who willfully destroy School property will be responsible for the replacement of such damaged articles or for the cost of replacing where this is undertaken by the School.

GENERAL INFORMATION

Libraries

In the East Building a large and well-equipped library is available for the use of students. The reading rooms are open from 9 A.M. to 10 P.M. on weekdays, and from 9 A.M. to 1 P.M. on Saturdays. Students have also the privilege of securing books from the Boston Public Library and its branches. To obtain this privilege application should be made at the School office, where the necessary blanks will be furnished.

Textbooks and Supplies

The Bookstore, which is situated in Richards Hall, is operated for the convenience of the student body. All books and supplies which are required by the students for their work in the School may be purchased at the Bookstore.

Railroad Tickets

Vouchers for half-fare tickets on the Boston Elevated Railroad are issued by the School office on the first, sixth, and eleventh Fridays of each term. The railroad systems entering Boston issue students' tickets to students under twenty-one years of age. Applications for these may be obtained at a railroad office and presented at the School office for signature.

Visitors

Visitors are always welcome at one class session in any department. Those who wish to visit any of the classes should call at the School office and obtain a visitor's card signed by the Headmaster.

Educational Guidance

Prospective students or those desiring advice or guidance with regard to any part of the school work or curricula, or who wish assistance in the solution of their educational problems, should note the fact that interviews are available without obligation, and that the officers of the School will do their utmost to see that a program is designed which is the most satisfactory for the individual student. In certain cases, other institutions may be recommended which suit the student's needs better. Furthermore, it is important that those with educational problems to solve should realize the necessity for care in approaching educational work so that the program selected will be on the best educational basis.

TUITION FEES

Registration Fee. \$5 is payable by all students on their initial entrance to the School. This fee is not returnable except where a student is refused admission.

Payment Plans

For each term indicated below is listed the appropriate payment plan. When these plans are adopted, they must be rigidly adhered to. *In certain cases, however, even the special plan of payment will not meet the needs of many deserving students. Such students are requested to confer with an officer of the School, who will arrange a satisfactory plan for the payment of fees.*

Regular Term and Winter Term

The Regular Term begins in September and continues for 32 weeks. During this term students may carry three full-unit courses.

The Winter Term begins in January and extends for 20 weeks. The work is carried on more intensively than in the Regular Term, but the same ground is covered, primarily by means of a longer classroom period. During this term students are permitted to carry two full-unit courses.

The cost of each course is \$40. Fees are payable in monthly installments. The first installment is due on registration; thereafter payments are due on the first Tuesday of each month.

Summer Term

The Summer term begins in June and extends for 15 weeks. During this term students may carry two full-unit courses. A full year's work is covered in each course.

The cost of each full-unit summer course is \$30. Fees are payable in three successive monthly installments.

The first installment is due on registration. Subsequent payments are due on the third Tuesday of July and August.

Special Rates for Sciences

Biology

Tuition fee	\$40.00
Laboratory fee	5.00

Physics

Tuition fee	\$40.00
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Chemistry

Tuition fee.	\$40.00
Laboratory fee.	5.00
Laboratory deposit.	5.00

The unused portion of the chemistry deposit is refunded after deduction for breakages and for non-returnables.

Charges for Partial Attendance

In the event of a student's withdrawal from school, he is charged on a *pro rata* basis for the weeks he has attended. These charges are as follows:

32-week courses — *4 per cent of the total charges for each week of attendance in each semester.*

20-week courses — *6 per cent of the total charges for each week of attendance in each half term.*

15-week courses — *8 per cent of the total charges for each week of attendance.*

The same charges are applicable in the event that a student abandons a part of his program. In addition, the full Laboratory Fee is charged in those cases where a student is pursuing a laboratory course.

Refund Policy

Students who are forced to withdraw from a course or from the School are required to notify the School office by completing the withdrawal blanks which will be furnished.

Since the School assumes the obligation of carrying the student throughout the year for which he registers, and since the instruction and accommodations are provided on a yearly basis, the Officers of Administration have ruled as follows:

- A. The registration fee is not refundable.
- B. *Applications for refunds must be presented within forty-five days after withdrawal from School.*
- C. Refunds in the case of complete withdrawal from School will be granted by the Committee on Withdrawals for reasons which they deem adequate.
- D. Refunds are computed from the date of application for refund, not from the date of last attendance; hence students who are compelled to discontinue attendance should immediately report the fact to the School office.

INFORMATION REGARDING PROGRAMS

The Unit System Explained

Frequent reference is made in this catalog to "units," and that there may be no misunderstanding in the minds of students, this explanation is offered. A unit of high school credit is given upon the satisfactory completion of the work of one school year in a single standard subject, the equivalent of which is covered by this School in thirty-two weeks or in the intensive courses of twenty and fifteen weeks offered in the winter and summer terms respectively. The following exception is to be noted: Four full courses in English total three units towards graduation or towards college entrance.

Terms and Hours of Attendance

When arranging a program for a student the School officers usually assign work which requires attendance for *only two evenings a week*.

All classes are scheduled to meet between the hours of 7 P.M. and 10 P.M.

Each term a schedule is prepared listing the courses to be offered and the hours at which they meet. A copy may be obtained on request.

Following is the general arrangement for the completion of a course in each term of the school year.

Fall Term (32 Weeks)

One full-unit course requires attendance for one hour twice a week. Students may carry one, two, or three courses during this term.

Winter Term (20 Weeks)

One full-unit course requires attendance for one and a half hours twice a week. Students may carry one or two full-unit courses during this term.

Summer Term (15 Weeks)

One full-unit course requires attendance for one and a half hours twice a week. Students may carry one or two full-unit courses during this term.

Courses of Study

Algebra 1	French 1	History (English)
Algebra 2	French 2	History (United States)
*Biology	French 3	Latin 1
*Chemistry	Geometry (Plane)	Latin 2
Economics	Geometry (Solid)	Latin 3
English 1	German 1	Latin 4
English 2	German 2	*Physics
English 3	Government	Spanish
English 4	History (Ancient)	Trigonometry
	History (European)	

*These courses meet only once a week in the fall term and twice a week in the winter and summer terms. All other courses meet twice a week, usually on Tuesdays and Fridays.

How to Plan Your Program of Classes

In choosing subjects each term, students should bear in mind:

- (a) The requirements for graduation from the Lincoln Preparatory School. These are given on page 20.
- (b) The admission requirements of the higher institution they wish to enter. Catalogs of most colleges are on file at the School office. In case of doubt, consult these and talk with the Headmaster or his assistants.
- (c) The special requirements for various professions and vocations.
- (d) Their special interests, in the event that courses are chosen from the cultural point of view.

It is especially important to meet the requirements for graduation so that a diploma may be obtained. Most colleges and hospitals and many lines of business and industry not only require fifteen units of high school work, but also insist that the student be a graduate of a recognized high school. Moreover, in business and in everyday life it means infinitely more to say one is a high school graduate than merely to say one has completed fifteen units of high school work.

How Long Will It Take to Obtain a Diploma?

The flexible schedule and the twelve months' operation of the Lincoln Preparatory School enable a student to save considerable time. The exact time that it will take to obtain a diploma is dependent upon credit from former institutions attended, hours available for study, and the number of courses pursued. A student who enters school without any credit for former high school attendance can complete his course in from three to five years, according to the number of summer terms he attends. However, it is urged upon students that *a high school education is a matter of accomplishment and not a matter of time*, and the School insists on a high standard of accomplishment.

Admission to College

Since the Lincoln Preparatory School offers regular college preparatory courses for those who wish to enter college, a student, according to his record and his plan of procedure, may enter college in one of the following ways:

By Diploma. Certain colleges will admit students on the diploma from this School. Among these colleges are all those that accept a standard high school diploma.

By Examination. A few colleges, notably Harvard, Yale, and the Massachusetts Institute of Technology, require certain examinations from all candidates. This School prepares students for all college entrance examinations and for the examinations of the College Entrance Examination Board.

By Certificate. The School is accredited by the New England College Admissions Board. Some of the colleges which accept the certificate of this School are Amherst, Bates, Bowdoin, Colby, Massachusetts State College, Clark, Middlebury, Tufts, Wesleyan, Williams, and Worcester Polytechnic Institute. Generally speaking, *institutions that accept students by the certificate method will accept the certificate of this School. The certificate grade is 80 per cent.*

Admission to Hospital Training Schools

Since the School is fully accredited, most hospitals will admit students who hold the diploma of the School even though all grades are not of certificate rank. A few hospitals, however, require certificate grades of candidates for training. Certificate grades from this School are acceptable. Each student should ascertain, however, the definite entrance requirements of the hospital she plans to enter.

Requirements for Graduation

The diploma of the Lincoln Preparatory School is granted without charge to the student on the completion of a total of fifteen units of work, *of which at least four must have been earned in the Lincoln Preparatory School.* In addition, each student must have completed in this School or elsewhere the required subjects for the diploma for which he is a candidate.

Curricula

COLLEGE COURSE DIPLOMA

A. For admission to Liberal Arts Colleges

This course prepares for most colleges that offer the degree of Bachelor of Arts.

<i>Required:</i>	Units
College Preparatory English	3
Algebra	2
Plane Geometry	1
French or German or Spanish	2
Physics or Chemistry or Biology	1
United States History	1
Latin or Greek	2
	<hr/>
	12

Elective:

The remaining three units may be selected from the following:

	Units
Spanish	2 to 3
Latin	1 to 2
French	1 to 2
European History	1
Ancient History	1
Solid Geometry	$\frac{1}{2}$
Trigonometry	$\frac{1}{2}$
Chemistry or Physics or Biology	1

One unit of a foreign language is not acceptable for credit.

Language and Mathematics requirements vary somewhat for entrance to the different colleges. This is especially true of the Latin requirements. Some colleges require three entrance units in either French or German. *It is the student's responsibility to meet the requirements of the college he elects to enter.*

In addition, other electives may be permitted by special consent provided they are acceptable by the college to which the student seeks entrance.

B. For admission to Engineering Schools and Colleges of Liberal Arts offering the degree of Bachelor of Science

<i>Required:</i>	Units
English	3
French or German or Spanish	3
Algebra	2
Plane Geometry	1
Physics or Chemistry	1
United States History	1
Trigonometry and Solid Geometry	1
	<hr/>
	12

Two units of two modern languages will be accepted for three units of one language.

Language and Mathematics requirements vary somewhat for entrance to the different colleges. *It is the student's responsibility to meet the requirements of the college he elects to enter.*

Elective:

Subjects may be selected from either the Required or Elective List of the College Course to make up the necessary fifteen units.

One unit of a foreign language is not acceptable for credit.

GENERAL COURSE DIPLOMA

The General Course offers a general education and also, *if the right selection of subjects is made*, enables students to enter certain colleges. A wide selection of subjects is available but choice of as many college preparatory subjects as possible should be made.

<i>Required: Five Units</i>	Units
English	3
United States History	1
Physics or Chemistry or Biology	1
	<hr/> 5

Limited Electives: Three Units (choose one option)

Mathematics Option

Algebra 1, Algebra 2 or Physics, and Plane Geometry	3
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Language Option

Three units of any one of the following or two units of any two: French, Latin, German, and Spanish	3 or 4
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Social Science Option

Economics, Government, English History, Ancient History, European History, etc.	3
--	---

Free Electives: Seven Units

Any standard high school subjects to complete total of 15 units

One unit of a foreign language is not acceptable for credit.

Special Program for Admission to Training Schools for Nurses

The work conducted by the Lincoln Preparatory School is accredited by the Massachusetts hospitals and by the State Board of Registration in Medicine. The State Board of Registration in Medicine and the Board of Registration of Nurses have ruled that a high school education or its equivalent is a prerequisite for admission to hospital training schools. The high school certificate must show the completion of fifteen units accepted by the high school in meeting graduation requirements. These fifteen units are to be as follows:

<i>Required (7 units)</i>	Units
1. English (4 years)	3
2. History	1
3. Mathematics	1
4. Science	2

*Free Electives (8 units)**

1. Greek or Latin	5. Social Studies
2. Foreign modern language	6. Commercial Studies
3. Mathematics	7. Fine and Practical Arts
4. Science	8. Miscellaneous

An officer of the School will be glad to arrange a program so that these electives will be judiciously chosen, not only to aid the student in the sub-

*Not more than 4 units will be accepted in one group.

sequent subjects, but to meet the requirements of other states with which a reciprocal arrangement exists with the State of Massachusetts.

For those already engaged in the profession of nursing, attention is directed to facilities which are available to those who have not completed a high school education in accordance with the above demands. New regulations have been formed regarding institutional promotion and regarding teaching and administrative positions in hospitals, and while such legislation is not retroactive, it will certainly prove helpful to those who already occupy such positions to be adequately equipped for advancement and promotion in the event of transfer.

Because of the war emergency and the great need for nurses, some hospitals have modified their entrance requirements. Students should inquire at their hospitals for a definite statement regarding entrance requirements.

OUTLINES OF COURSES

The Lincoln Preparatory School reserves the right to change the arrangement of courses, the requirements for graduation, tuition fees, and other regulations affecting the students. Such regulations will affect both old and new students.

Note: The courses of the School are arranged in "units."

A unit is ordinarily the amount of work covered in a single subject taken four or five times a week for a year in a standard day high school.

In this School a unit may be covered in each subject in thirty-two weeks. See page 18 for explanation of unit system.

Students carry one, two or sometimes three subjects at a time. Fifteen units, properly selected (see pages 20 and 21), are required for graduation.

The high school courses described below are the equivalent of similar courses offered in a standard day high school.

English

The fundamental purposes of the department are to give the student efficient training in grammar in order to afford a sound basis for correct speech and writing; to instill correct principles of constructing sentences and paragraphs; to help him enlarge his vocabulary and to acquire an interest in words; to train him in the elements of logic as related to the organization and expression of thought; to teach him how to study; to impart an elementary knowledge of the types and the history of English literature; and to aid him in forming a taste for good literature and a genuine appreciation thereof.

English 1. This course is designed to bridge the gap between grade and high school English. Fundamentals of English grammar, the correct sentence, the more important rules of spelling and punctuation, simple compositions — especially the letter — and an introduction to literary selections as models for voluntary reading are presented.

English 2. This course marks the beginning of a more intensive study of English, both as a tool and as literature. Functional grammar, development of the paragraph, careful planning of themes, and a beginning of the critical study of literary forms, both poetry and prose, form the basis of the course.

English 3. This is an advanced course in composition including précis-writing and the structure of paragraphs and sentences. There is a rapid review of grammar and punctuation. The essay, the drama, the novel, and types of poetry are studied.

English 4. This course completes the two-year sequence begun in English 3. It prepares students for college entrance and College Board examinations and also stresses the needs of the student who does not intend to pursue formal study in a higher institution. By means of thought-provoking reading material, both classic and modern, it stimulates written expression on subjects of interest to the individual student. Compositions are submitted at regular intervals throughout the term. The essay, the drama, the lyric poem, and prose fiction are studied, and the principles underlying these forms of art are presented.

Latin

Exercises in translation at sight begin with the first lessons in which Latin sentences of any length occur, and continue throughout the course to insure correct methods of work on the part of the student. In the translations of passages from the Latin, the use of clear and natural English is insisted upon. Reading aloud is encouraged. The work in Latin Composition aims to give the student a thorough knowledge of the fundamental principles of Latin syntax. It has been found advantageous to use a double system of notebooks, calling for special written work from the student. This work deals with Latin forms, principles of Latin syntax, writing of English-Latin sentences, and finished translations of selected passages from the Latin. These courses in Latin fulfill the requirements of college entrance examinations.

Latin 1. Exercises in translations, English-Latin, Latin-English. Drill in Latin forms, drill in Latin syntax. The course aims to give the student a thorough knowledge of the fundamental principles of Latin syntax.

Latin 2. The Latin reading is not less in amount than Caesar, Gallic War, I-IV. This amount of reading is taken from Caesar (Gallic War and Civil War), Nepos (Lives), Aulus Gellius, Eutropius, Phaedrus, Quintus Curtius Rufus, and Valerius Maximus, or books of selections containing some of these with other authors of prose works. Special attention is given to sight translation, to vocabulary study, to the Latin Word List, which contains those words the student is expected to know at the end of two years of the study of Latin. There is continued drill in Latin syntax and in Latin forms. This course in second year Latin aims to meet the needs of those students who plan to enter colleges that require only two years of Latin.

Latin 3. The Latin reading is not less in amount than Cicero, the oration against Catiline, for the Manilian Law, and for Archias. This amount of reading is selected from Cicero (orations, letters, and De Senectute), Sallust (Catiline and Jugurthine War). The reading for the year includes selections from such authors as Pliny, Livy, or books of selections containing these and other authors of prose works. Special attention is given to the study of passages of Latin prose set for comprehension. The course aims to cultivate in the student the ability to render unseen passages of Latin prose into clear and natural English, as well as the ability to write simple Latin prose. Due attention is given, therefore, to vocabulary study, to the Latin Word List, which contains those words the student is expected to know at the end of three years of the study of Latin. The political and social life in Rome in the time of Cicero is studied.

Latin 4. The reading is not less in amount than Virgil, Aeneid I-IV. This amount of reading is taken from Virgil (Bucolics, Georgics, Aeneid), Ovid (Metamorphoses, Fasti, and Tristia), or from books of selections containing poems or extracts from other poets. Special attention is given to the study of passages of Latin verse set for comprehension. The course aims to cultivate in the student the ability to render unseen passages of Latin verse into clear and natural English, as well as the ability to write simple Latin prose. Due attention is given, therefore, to Latin forms, Latin syntax, to vocabulary study, to the Latin Word List, which contains those words the student is expected to know at the end of four

years of the study of Latin. Literary and historical allusions, prosody, and questions on subject matter are studied.

French

The courses in French are planned with the purpose of giving the students (1) an appreciative comprehension of French, both as literature and as a spoken language; and (2) a sufficient knowledge to fit them for advanced work. The essentials of the grammar are mastered by continued drill and constant application. The attainment of good pronunciation receives careful attention, and from the beginning the student is trained to understand spoken French.

French 1. This course begins with instruction in pronunciation. Phonetic symbols are not used. The acquisition of a basic vocabulary is stressed and the memorizing of word groups and short sentences.

The instruction in grammar consists of the elementary forms and uses of articles, nouns, adjectives, pronouns, adverbs, regular verbs, and a few common irregular verbs. Much emphasis is placed upon written translation of English into French.

The reading text provides for the translation of at least fifty pages of simple French. This is largely oral translation.

French 2. This course completes the elements of grammar and syntax, with special emphasis upon forms and practice in their use in written composition. Frequent review lessons help to make the student familiar with the essentials.

French 3. Carnahan's "Short French Review Grammar" is used and provides a general review and further advance in grammar and in written translation or connected prose. All the common irregular verbs and many idioms should be learned.

Bordeaux' "La Peur de vivre" provides for the reading of modern standard French.

German

At the end of the elementary course in German, the student should be able to read at sight and to translate a passage of easy German prose. He should be able to put into German, short English sentences taken from the language of everyday life, and to answer questions upon principles of German grammar. The course aims to meet the needs not only of those students who are seeking a general knowledge of German, but also of those students who are planning to take the college entrance examinations.

German 1. Wesselhoeft "Elementary German Grammar" is used as a grammar and composition book. This is supplemented by reading Gueber Märchen und Erzählungen I, II, Immensee by Storm. Drill in pronunciation; practice in reading the German text aloud; memorizing of simple verse and prose selections.

German 2. "Chiles German Composition and Conversation" is used as a textbook. This is supplemented by reading "Emil und die Detektive" by Kästner, followed by translating such works as "Germelshausen" by Gerstäcker, "Die Braune Erica," by Jensen. Exercises in comprehension; memorizing of simple German verse and prose selections. "German Frequency Word Book" by Morgan, "German Idiom Word List" by Hauch are used.

Spanish

Spanish 1. The work of the first year is so planned that it serves as a complete unit in fundamentals for the student who wishes to continue the language independently by travel or reading. Correct pronunciation, a knowledge of the grammatical structure of the language, and an ability to read and write within the limits of a practical vocabulary are the goals of the course. Standard elementary readers are used in connection with a grammar text such as Hills and Ford, "First Spanish Course."

Spanish 2. After a rapid review of the work covered by Spanish 1, the second year is devoted to the enlargement of vocabulary, including common idioms, the increase of skill and speed in translation, with special emphasis upon sight translation and free composition. The course prepares for the elementary examination in Spanish given by the College Entrance Examination Board. The use of a standard composition book is supplemented by much reading of current as well as classical Spanish.

History, Government, Economics

The aim of the department is to give a broad knowledge of vital conditions in the growth of the leading countries of the world. This includes the study, not only of important historical facts, but more especially of the progress of development in government, society, business, religion, and education. The past is studied that the present may be better understood.

History (English). This course is a study of English History from the time of the Roman Conquest to the present. Special emphasis is given to the study of the structure of government and the legal system because of their bearing upon American development. Study of English foreign policy is essential to a better understanding of international problems of the present. Study of church problems, the Industrial Revolution, democratic growth are stressed because of present-day tolerant attitude in regard to religion, views as to wisdom of dictatorial or democratic government, and ever-changing economic conditions.

History (United States). A careful and comprehensive study is made of United States History, including not only the story of earlier times, but also an analysis of events from the Civil War down to and including our own times. Special reference is made to the social and industrial development of the country, economic progress, sources and effects of immigration, and of American government. The course is designed to cover the requirements of the College Entrance Examination Board.

History (European). In this course a study is made of the European powers from the beginning of the seventeenth century to the present. Autocracy rampant in the seventeenth and eighteenth centuries begins to decline in the latter eighteenth century with the French Revolution. The decline continued in the nineteenth century, giving way to democracy, which reached its peak following the World War, only to yield in many countries to dictatorships of the present day. International relations are traced, noting especially the influence of commerce and the subsequent imperial rivalries and wars. The Industrial Revolution, with its profound effect upon humanity, forms another important part of the course. Considerable stress is given to great leaders of the different European powers.

History (Ancient). This course devotes one term to the study of the Ancient Orient and Greece as far as the death of Alexander and the break-up of his empire, with the expansion of Greek culture in the Mediterranean world. The second term is devoted to the study of the history of Rome to the year 476 A.D. The course emphasizes the characteristic elements of these civilizations. The work calls for the study of an accurate historical textbook, in which not less than five hundred pages of text are devoted to the particular subject. Special attention is given to map study. The work is supplemented by a topical study of outstanding phases of the history of the period, including growth of institutions, historic characters, outstanding events and periods. The work calls for consultation of standard writers on Ancient History, especially books of Readings in Ancient History. The aim of the course is to meet the needs of those students who are seeking a general knowledge of the subject as given in a high school, to prepare students for the examinations that are given by the College Entrance Examination Board as defined in the Definition of Requirements, published by the Board.

Government. The forms of our local and state governments are taken up first. These are followed by a careful analysis of the Constitution of the United States, showing the relationship of the executive, legislative, and judicial branches of our National Government.

During the second semester a study is made of South America and the principal nations of Europe, and in addition the smaller nations where innovations may make investigation of governmental methods worth while.

Economics. A careful study is made of the origin and development of our industrial system, and an analysis into its component parts, together with the economic phenomena accompanying them. It is intended to make economics of practical value in everyday life.

During the second semester the course embraces the reform and improvement of our industrial system; taxation, the tariff, international trade, transportation, labor and capital, public ownership, wages and profits, and other current economic problems are treated.

Mathematics

The courses in mathematics are planned to meet the needs of all secondary students. They afford an opportunity for preparation in the mathematical processes which are necessary for success in industrial, commercial, or professional careers. They are intended (1) to acquaint the student with such mathematical processes and methods as he is most likely to need in the successful pursuit of other studies and in the various trades and occupations; (2) to prepare the student for the successful pursuit of the more advanced branches of mathematics in technical schools and colleges.

Algebra 1. This course introduces the student to: (1) the positive and the negative number; to its application in the four fundamental operations leading up to the solving of formulas and equations, both linear and fractional, in one and two unknowns; (2) the function of the graph for both pictorial representation and the solving of equations; (3) the literal number and the study of problems.

Algebra 2. Review of Elementary Algebra with more difficult problems. Quadratics and simultaneous quadratic equations, with applications, ratio, pro-

portion, and variation, progressions, binomial theorem, logarithms, and that part of Trigonometry required by the College Entrance Examination Board.

Geometry, Plane. The five books of Plane Geometry are studied. The numerous original exercises stimulate the power to reason clearly and to derive logical proofs. Special attention is given to those who expect to take college entrance examinations. This course meets College Entrance Board requirements.

Geometry, Solid. This course deals with appreciation of three dimensional relations, formal proofs of the standard theorems and originals, locus problems, properties and measurement of prisms, pyramids, cylinders, cones and the sphere.

Trigonometry. The major topics covered by this course are the theory and use of logarithms, solution of right and oblique triangles, trigonometric equations, proofs of fundamental formulas and identities based upon them, radian measure.

Drawing

Mechanical Drawing. The fundamentals of Mechanical Drawing are stressed in this course. A credit towards college entrance will be granted upon the completion of sixty-five problems or the equivalent. All work is individual and admits of progress according to the student's ability.

Instruction is given in the testing, use and care of the instruments and drawing supplies, and about thirty drawing plates are made. The topics studied in these plates include: technique practice, lettering, geometric constructions, orthographic projection, auxiliary views, revolution of objects, isometric, cavalier, cabinet and perspective projection, intersections, sections, helix and application, screw threads, dimensioning and inking.

Science

Biology. This is a comprehensive course in Biology designed to meet the requirements of the following persons: (1) prospective college students who are preparing for college entrance and College Board Examinations; (2) students who plan to enter institutions requiring credits in some science; (3) prospective nursing students; (4) those who desire an elementary knowledge of the structure and function of plant and animal life.

The multiple objectives of the course are: to gain the best approach to an understanding of facts, principles, and theories and to apply them in various ways; to help the student to develop a special interest in some part of the course; to give a fundamental understanding of living things, of their structure and function; to give a survey of the plant and animal kingdoms with the primary objective of creating interest in and appreciation of nature; to present the economic aspects of Biology; to present an adequate understanding of hygienic principles underlying all healthful living organisms; to meet the requirements of an elementary course in any life science which aims to contribute to both avocational and vocational training.

The course consists of lectures, demonstrations, discussions, and laboratory work.

Physics. This course is intended for two groups of students. First, it will meet the requirements of those expecting to enter a college or technical school. Secondly,

it is intended to help those who wish a general knowledge of the important laws and principles of Physics as applied to modern everyday experiences. The applications of Physics in such fields as household appliances, the weather, the automobile, the airplane, radio, etc., are particularly stressed with the idea of giving a background of culture and enjoyment.

Many students interested in mechanical lines will find it giving them a clearer understanding of the operations of devices of which they make constant use.

Laboratory experiments and lecture table demonstrations will illustrate the subject matter studied in the text.

Although the course is not intended to be highly theoretical, an elementary knowledge of Algebra and Geometry will be of assistance in the solution of problems.

Chemistry. This course has the twofold aim of preparing the student in Chemistry for entrance to any college or technical school and providing a general introduction to the subject for other purposes.

There are class discussions of chemical principles and of chemical materials, solution of numerical problems, practice in such exercises as writing of equations, demonstration experiments carried through by the instructor. The student does assigned experiments in the laboratory and writes reports of his work.

The more important elements, both non-metallic and metallic, as well as numerous compounds, are studied. Important laws and hypotheses of Chemistry are constantly stressed.

Unless there is urgent reason for following a different order, the student is advised to arrange his succession of courses in such a way that Chemistry will be preceded by a study of Physics.

THE LINCOLN PREPARATORY SCHOOL

360 Huntington Avenue, Boston 15, Mass.

Application for Admission

Application Received by..... Date.....19..

A fee of five dollars must accompany this application. Make checks, money orders, or drafts payable to The Lincoln Preparatory School

This fee is not refundable except when a student is refused admission

.....
(date)

To the Headmaster:

I,
(First Name) (Middle Name) (Last Name)
hereby apply for admission to the Lincoln Preparatory School, and submit the following information:

.....
(Street Address)

.....
(Town)

Age.....Date of Birth.....

Place of Birth.....Nationality.....

Home Telephone.....

Business Address.....
(Concern) (Street) (City)

Business Telephone.....Occupation.....

List other high schools attended (State whether day or evening)

Name of School	Approximate Date of Attendance	Day or Evening

Do you wish to receive the diploma of this school?.....

Do you merely wish to earn credits here without qualifying for the diploma?.....

Do you plan to enter college?.....

If so, which college?.....

If under 21, give name of parent or guardian.....

.....
(Signature)

THE LINCOLN SCHOOLS

Evening Sessions

CLASSES OPEN TO MEN AND WOMEN

LINCOLN TECHNICAL INSTITUTE

Associate in Engineering Programs

Courses leading to the Degree of Associate in Engineering are offered in the following major fields:

AERONAUTICAL

ELECTRICAL

CHEMISTRY

ELECTRONICS

CIVIL AND STRUCTURAL

INDUSTRIAL

MECHANICAL

B.B.A. Degree Program

A six-year program conducted in conjunction with Northeastern University School of Business is available which leads to the degree of B.B.A. in Engineering and Management awarded by Northeastern University.

Special Programs

For those who do not wish to take one of the regular programs, special programs consisting of one or more courses can be arranged to meet individual needs.

LINCOLN PREPARATORY SCHOOL

Fully accredited by the New England College Admissions Board. General, Classical, and Technical high school courses are available. Students may enter in September, January, and June.

For further information write, indicating the school in which you are interested

THE LINCOLN SCHOOLS

360 HUNTINGTON AVENUE, BOSTON 15, MASSACHUSETTS

Telephone: KENmore 3177

THE HUNTINGTON SCHOOL FOR BOYS



THE HUNTINGTON SCHOOL FOR BOYS

An Urban Independent Day School

WITH THE ADVANTAGES AND PHYSICAL FACILITIES
OF A COUNTRY DAY SCHOOL



320 HUNTINGTON AVENUE
BOSTON, MASSACHUSETTS

CALENDAR

1947-1948

September 22	School Year Begins
October 13	Legal Holiday
November 11	Legal Holiday
November 27, 28 . . .	Thanksgiving Recess
December 20-January 4 .	Christmas Vacation
January 26-30	First Semester Examinations
February 2	Second Semester Begins
February 23	Legal Holiday
March 20-28	Spring Vacation
April 19	Legal Holiday
May 24-28	Final Examinations
June 4	Commencement
July 6-August 31 . . .	Summer Session (1948)

VETERANS' SECTION CALENDAR

1947-1948

October 1	School Year Begins
October 13	Legal Holiday
November 11	Legal Holiday
November 27, 28 . . .	Thanksgiving Recess
December 20-January 4 .	Christmas Vacation
January 28-30	First Semester Examinations
February 2	Second Semester Begins
February 23	Legal Holiday
March 20-28	Spring Vacation
April 19	Legal Holiday
May 24-28	Final Examinations
July 6-August 31 . . .	Summer Session (1948)

Foreword

In addition to a sound academic preparation, three factors in the development of a student are becoming increasingly important to his success in college. He must have good character, emotional stability and adaptability to changing circumstances. Such development requires that a student receive his instruction and guidance from trained and experienced teachers who are at all times in close co-operation with the home. THE HUNTINGTON SCHOOL provides this basis for a student's success.

The Huntington School for Boys

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Vice-President

WILLIAM G. WILKINSON, A.B., ED.M.
Headmaster

WILLIAM N. RANDELL, A.B., M.A.
Assistant Headmaster

Faculty

ROBERT O. BATES, B.S.

Appointed 1940

B.S. St. Lawrence University, 1937; Graduate Study, School of Education, Boston University, 1937-; Teacher, Harrisburg Academy, 1938-40; Instructor, The Huntington School, 1940-.

Mathematics, Physics

CARL F. CHRISTIANSON, A.B.

Appointed 1927

A.B. Wesleyan University, 1923; Instructor, Tilton School, New Hampshire, 1923-24; Teacher, Abington High School, 1924-27; Instructor, The Huntington School, 1927-.

History, Economics

NORMAN GREENE, B.S.

Appointed 1939

B.S. Boston University, 1938; Graduate Study, School of Education; Teacher, Rogers High School, Newport, Rhode Island, 1938; Instructor, Nichols Junior College, 1938-39; Instructor, The Huntington School, 1939-.

History, Economics

Adviser of Forum

PRESTON HARVEY, A.B., Ed.M.

Appointed 1931

A.B. Bowdoin College, 1928; Ed.M. Boston University, 1942; Teacher, Portland Country Day School, 1928-31; Instructor, The Huntington School, 1931-.

Latin, Mathematics

Adviser, The Huntington Record

PERCY E. JONES, B.S.

Appointed 1919

B.S. Boston University, 1930; Sloyd Training School, 1919; Instructor, Mechanical Drawing, The Huntington School, 1919-30; Instructor, Mathematics, The Huntington School, 1930-.

Mathematics, Drawing

ROLAND LEACH, A.B., Ed.M.

Appointed 1927

A.B. Tufts College, 1925; Ed.M. Harvard University, 1930; Instructor of French, Providence Country Day School, 1926; Instructor, The Huntington School, 1927-.

Modern Languages, English

Coach of Dramatics

ROLAND S. LITTLEFIELD, A.B., M.A.

Appointed 1945

B.A. Yale University, 1932; M.A. Harvard University, 1934; Teacher, Wells, Maine, High School, 1939-45; Instructor, The Huntington School, 1945-.

English, French

OLAN A. RAND, B.A.

Appointed 1943

B.A. Washington and Lee, 1926; Graduate Study, University of Vermont; Teacher, Franklin High School, New Hampshire, 1926-28; Teacher, Barre High School, Vermont 1929-43; Instructor, The Huntington School, 1943-.

English

WILLIAM N. RANDELL, A.B., M.A.

Appointed 1945

B.A. Yale University, 1938; M.A. Middlebury French School, 1940; M.A. Yale University, 1942; Instructor, Admiral Billard Academy, 1942-43; Assistant Principal, Admiral Billard Academy, 1943-45; Assistant Headmaster, The Huntington School, 1945-.

Modern Languages

ALFRED L. SKINNER, A.B.

Appointed 1923

A.B. Harvard College, 1919; Teacher, Wickford High School, Rhode Island, 1919-20; Teacher, North Andover High School, 1920-23; Instructor, The Huntington School, 1923-.

Mathematics

BALDWIN STEWARD, A.B.

Appointed 1946

B.A. Harvard University, 1931; Assistant d'Anglais, Collège de Garçons, Sidi Bel Abbès, Algeria, 1934-35; Teacher, Wilmington High School, Massachusetts, 1936-41; Teacher, Holden High School, Massachusetts, 1941-43; Spanish Interpreter, Ranger Aircraft Engine Company, 1944; Instructor, The Manlius School, New York, 1944-46; Instructor, The Huntington School, 1946-.

Modern Languages

HAROLD A. WALKER, A.B.

Appointed 1946

B.A. Bates College, 1943; First Lieutenant, United States Marine Corps, 1943-46; Instructor, The Huntington School, 1946-.

Civics, History

HAROLD C. WILCOX, S.B., M.S.

Appointed 1924

S.B. Rhode Island State College, 1915; M.S. Brown University, 1917; Instructor, Columbus Academy, Columbus, Ohio, 1917-18; Head of Science Department, Monson Academy, 1918-20; Principal, South Academy, 1920-24; Instructor, The Huntington School, 1924-.

Physics, Chemistry
Director, Science Club

School for Veterans Faculty

ARTHUR W. REYNOLDS, A.B. Senior Master
 (Harvard University; Graduate Study, University of Maine, Boston University)
 Former First Lieutenant, U. S. Army Air Corps Reserve

JOHN B. NASH, A.B. Mathematics
 (Bates College, Massachusetts State Teachers' College)
 Captain, U. S. Army Air Corps Reserve

FRANK D. ROBINS, B.A., M.Ed. English
 (Wesleyan University, Boston University)
 Former Captain, U. S. Army Air Corps Reserve

PHILIP WALDRON, A.B. Assistant to Senior Master
 (Brown University)
 Lieutenant (Junior Grade), U. S. Naval Reserve

HOWARD A. WIGGIN, A.B. Mathematics
 (Bates College)
 Sub-Master, Mathematics, Webster, Massachusetts, 1906-08; Teacher of Mathematics,
 Rindge Technical High School, 1908-12; Master in Mathematics, Roxbury Latin
 School, 1912-36; Instructor in Mathematics, Gloucester High School, 1942-46.

Coaching Staff

Director of Athletics	ROBERT O. BATES
Baseball	HAROLD O. WALKER
Basketball	BENJAMIN B. ZECKER
Football	HAROLD A. WALKER
Skiing	OLAN A. RAND
Swimming	RAYMOND E. MILLARD
Tennis	ALFRED L. SKINNER
Track	WILLIAM FLORING

School Physician, DR. GEORGE M. LANE
 School Librarian, MISS MYRA WHITE

Secretarial Staff

MISS JANE BLAKER
 MRS. PATRICIA DAVIS
 MISS DOROTHY PHILLIPS

General Information

THE HUNTINGTON SCHOOL was founded in 1909. It had its origin in the apparent need in Greater Boston for a first-class independent day school possessing the following outstanding features:

- (a) it would permit its students to remain under the direct influence of the home;
- (b) it would offer a strong college preparatory program in an environment where character is emphasized;
- (c) it would furnish sports, games, and extra-curricular activities to round out the needs of the growing boy;
- (d) it would not be too large to permit ample attention to the individual student.

HUNTINGTON has been eminently successful in its aims. Its students come from all parts of Boston and the neighboring cities and towns, and are furnished the opportunity not only of securing a sound formal education for entrance to, and success in, college, but of attaining a strong body, strong character, and independence of thought through daily contact with well-rounded Christian men. Graduates are to be found in almost all of the New England colleges and in many colleges and universities throughout the country.

HUNTINGTON limits its enrollment to not more than two hundred boys. There is no desire to increase this number, which is sufficiently large to promote school activities of interest and value to growing boys. The size of the School thus makes it possible for the Headmaster and his associates to keep in close touch with the individual student. During the current school year, the School is conducting a special program of study exclusively for veterans, with a separate faculty.

While HUNTINGTON is essentially a day school, a few boarding students are accepted. The School accepts no responsibility with respect to the activities of such students after school hours. However, it will coöperate wholeheartedly in arranging for satisfactory living quarters for those who come from a distance.



AN INTERVIEW WITH THE HEADMASTER



OUTSIDE THE HEADMASTER'S OFFICE

BUILDINGS

The School is housed in a building especially equipped for educational work, with every facility for carrying out the complete program which it sponsors.

The recitation rooms are pleasant and designed for small classes, which permit a friendly yet diligent atmosphere to exist at all times. The number of students assigned to any class is rarely in excess of twenty.

The Physics and Chemistry laboratories are well equipped for the thorough study of these Sciences. Through their facilities they afford opportunity for ample experimentation. A standard drafting room is available for those students assigned to Mechanical Drawing.

The swimming pool, seventy-five feet long by twenty-five feet wide, is supplied with filtered water heated to a proper temperature by an elaborate system of pipes. It is one of the finest in New England. The School has special hours reserved for the use of the pool.

In addition, there is a large lounge, the gift of Huntington Alumni, where students gather after school hours to play various games, to chat together, or read the various magazines and periodicals provided by the School. Additional rooms are available for special meetings, forums, rehearsals, etc., that are held throughout the school year.

According to a pre-arranged schedule, THE HUNTINGTON SCHOOL has the exclusive use of the Samuel Johnson Memorial Gymnasium, which is the largest in Boston and is situated in the rear of the School and connected with it. On the main floor is the gymnasium proper, equipped with the best of apparatus. It is encircled by an elevated running track, twelve laps to the mile. The gymnasium also contains a visitors' gallery, a special locker room, shower baths, and various exercise rooms.

GROUNDS

The outdoor athletic activities of the School are held at the Huntington Field in the Longwood section of Brookline

on Kent Street, one and one-half miles from the school building. Transportation is furnished free of charge to and from the field. Here are ample and excellent facilities for all out-of-door sports. A completely equipped field house furnishes adequate facilities for both home and visiting teams. The School has one of the best athletic fields in Greater Boston. In addition to these grounds there are available at the school building tennis courts and other facilities for games and sports.

LOCATION

THE HUNTINGTON SCHOOL leases its quarters in the Educational Wing of the Young Men's Christian Association Building at 320 Huntington Avenue, in the educational and cultural center of Boston. It is within easy reach from all parts of Metropolitan Boston. The School is situated at the entrance of the Huntington Avenue subway and can be reached from Park Street in approximately nine minutes.

It is also within easy walking distance of the railroad stations at Back Bay, Trinity Place and Huntington Avenue, and of the Massachusetts subway station. Ample parking space is available to those who come to the School by automobile.

MORNING ASSEMBLIES

On Wednesday mornings, all students assemble in Bates Hall to take part in a brief devotional program. The School is non-sectarian but thoroughly Christian in the conduct of its religious activities. After these exercises matters of general school interest are briefly presented to the students.

On Friday the assembly is devoted to some special program. These generally consist of talks by distinguished visiting speakers, concerts, short plays, movies, and programs in observance of days of national importance.

THE COMPLETE DEVELOPMENT PROGRAM AT HUNTINGTON

The School believes in the complete development of the individual boy and furnishes many opportunities for a boy to discover and develop his latent powers. For this reason, there has

been developed, under competent leadership, an extra-curricular program offering opportunities for supervised play, athletics, musical and other club activities.

Naturally, in a college preparatory school, scholarship must occupy the first place in the efforts of the teaching staff; but it is unquestionable that a boy who graduates with an appreciation of values as they should exist in a normal, healthy, and active life is more likely to succeed than one deprived of such opportunities for development.

PARENT-TEACHER CO-OPERATION

Successful preparation for college demands the co-operation of the boy, his parents, his teachers, and the college Director of Admission. The Headmaster, the Assistant Headmaster, and teachers are available by appointment to discuss problems that may arise. Parent-teacher meetings are held at regular intervals; these meetings enable parents to meet all their son's teachers at one time.

The School, on its part, requests the co-operation of the parents. They should make sure that the student spends sufficient time on home study, they should make sure that he reports to school according to his program and avoids being tardy, they should keep his absences to a minimum by making dental and other appointments outside of school hours.

In cases where parents are obviously out of sympathy with the aims and purposes of the School, it is necessary that they withdraw their boys from school.

ACCREDITATION

HUNTINGTON is recognized by all the leading colleges. It is a member of the New England Association of Colleges and Secondary Schools and of the Private School Association.

It has full certification privileges as granted by the New England College Admissions Board. The School has a chapter of the Cum Laude Society. This honor society is represented by chapters in all of the leading independent schools, and corresponds to the Phi Beta Kappa Society of colleges and universities.

GEOGRAPHICAL DISTRIBUTION OF STUDENTS

HUNTINGTON is primarily a day school and because of this most of the boys in the School come from towns and cities within commuting distance. Because of the ease with which the School is reached by automobile, train, and trolley, each year finds boys enrolled from not less than fifty towns within a forty mile radius of Boston. It is true, of course, that a large number of our student group live within the confines of Greater Boston. Such towns as Arlington, Brookline, Cambridge, Dedham, Lynn, Malden, Medford, Medway, Melrose, Milton, Natick, Needham, Newton, Somerville, Stoughton, Taunton, Waltham, Wellesley, Winchester, and Woburn are, however, the homes of many of our boys.

Several boys come to the School from a distance. For such, satisfactory living conditions are arranged, usually in private families.

FACULTY

Since the heart of a good school lies in its faculty, the members of THE HUNTINGTON SCHOOL teaching staff have been selected with the utmost care. They are graduates of the leading colleges and universities where they have specialized in their particular fields. They are all professional teachers who have chosen to make education their life work.

These men have had extensive experience in college preparatory work so that they are well acquainted with the problems which boys must face. Their success has been due in no small measure to their ability to cope patiently with a boy's problems from the point of view of the boy himself.

The School is proud of the fact that its teachers are men of culture and high ideals and that so many have seen such long service with the School.

Admission Requirements

Parents or guardians who wish to enter their boys in HUNTINGTON should arrange for a conference with the Headmaster or Assistant Headmaster. At the time, an application blank may be completed. A registration of five dollars must accompany this application. This fee is in addition to the regular tuition charge and is not refundable.

Early registration results in advantage to the student since it enables the officers of the School to discuss every phase of a student's educational problem before he begins attendance, thereby saving time throughout the school year. Where possible, parents should obtain the boy's transcript of record from his former school and forward it with the application for admission, or request his high school to mail it to HUNTINGTON.

When the School has received the applicant's school record and character credentials, the student and his parent or guardian are requested to call for a personal interview in order that the boy's whole educational problem may be discussed in detail. It is expected that no boy will apply for admission whose conduct in other schools has been discreditable.

Boys are accepted for admission to all grades from the ninth through the twelfth. Special programs can be arranged for high school graduates which will meet their individual needs.

REFERENCES

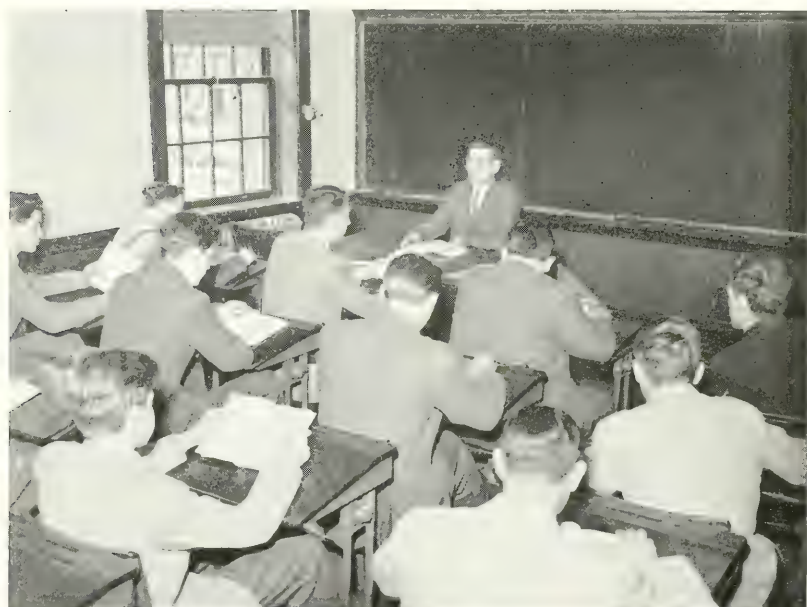
Applicants for admission to THE HUNTINGTON SCHOOL must furnish the names of two persons, not relatives, who are able to vouch for the character and ability of the student and the financial responsibility of the parent.

The School is always pleased to refer those who inquire to parents, alumni, or educators, who are thoroughly familiar with the work of the School. Names and addresses will be furnished upon request.

Most of our students come to us through the recommendations of former students, their parents, and college deans.



THE ALUMNI ROOM



TYPICAL CLASS

Graduation Requirements

Students in THE HUNTINGTON SCHOOL must meet definite requirements with regard to duration of attendance, scholastic record, and program of studies before a diploma will be awarded.

THE HUNTINGTON DIPLOMA

To receive the Huntington diploma, students must have earned fifteen units in subjects that are acceptable for college entrance. The pattern of these subjects may vary in content according to the type of college chosen and the professional goal of the student. A unit is ordinarily the amount of work covered in a single subject taken four or five times a week throughout the school year, or the equivalent thereof, except that four years of English are counted as three units. The student must complete in THE HUNTINGTON SCHOOL one full and continuous year of work embracing four to five units. Huntington Summer School credits are acceptable units towards the diploma.

ADVANCED CREDIT

Students from accredited high schools and other preparatory schools may receive credit towards the diploma for work that has been satisfactorily completed. However, such credit is not awarded automatically but is based on the general quality of past performance and the needs of the student with respect to his educational goal. For instance, a student who has earned a low passing grade in French I and who is apparently eligible for French II may be requested to repeat the course before proceeding with the advanced course.

Promotion at HUNTINGTON is entirely by subjects; hence the School is in an admirable position to help students who cannot meet or do not wish to meet graduation requirements, but merely require certain additional units, along with those earned elsewhere, to meet the entrance conditions of their chosen college.

Courses of Instruction

The following subjects are customarily offered by THE HUNTINGTON SCHOOL:

Languages

English I, II, III, IV

French I, II, III

German I, II

Latin I, II, III, IV

Spanish I, II, III

Mathematics

Algebra I, II

Plane Geometry

Solid Geometry

Trigonometry

Physical Sciences

Chemistry

Physics

Social Sciences

United States History

English History

European History

Economics

Civics

Mechanical Drawing

Descriptions of these courses are to be found on pages 31-34.

COURSE FOR HIGH SCHOOL GRADUATES

HUNTINGTON offers a one-year course which has proved of great advantage to many boys, particularly to certain high-school graduates who fall into one or more of the following groups:

- (a) boys who need an additional year of preparation before proceeding to college because the pattern of their credits does not meet the demands of their chosen college;
- (b) boys who need to strengthen their foundation before entering college;
- (c) boys who need additional units of certificate grade;
- (d) boys who are eligible for college entrance, but rather young or immature to enter immediately, and who would distinctly benefit by additional study devoted to review or new subjects.

Admission to College

There are four principal methods by which a student may enter college. These are:

- (1) *By Diploma.* Many colleges will admit students who hold the diploma of THE HUNTINGTON SCHOOL.
- (2) *By Certificate.* In this instance students whose average grade is B may be admitted to certain colleges without examination.
- (3) *By Certificate and Examination.* Under this plan students who do not have a B average are required to take certain examinations to prove their efficiency. All colleges admitting students by certificate accept certification of THE HUNTINGTON SCHOOL.
- (4) *By Examination.* A few colleges, notably Harvard, Yale, and the Massachusetts Institute of Technology, require examinations of all candidates. This School provides excellent preparation for the entrance examinations of all colleges and for the examinations of the College Entrance Examination Board.

At the present time, the majority of colleges require that applicants take the Scholastic Aptitude Test of the College Entrance Examination Board, while others require three one-hour achievement tests in addition to the Aptitude Test. With respect to college entrance, much importance will be attached to the student's school record and his headmaster's recommendation.

While HUNTINGTON does all it can to prepare a boy to enter a particular college, it does not guarantee entrance to that college. Every student should bear in mind that his chance of entering the college that he and his parents choose is in direct proportion to the scholastic record he makes.

School Policies

TEXTBOOKS AND COURSE CONTENT

All textbooks and other material used as teaching aids are carefully selected and arranged to furnish the best possible preparation for college entrance and to be of maximum value to the individual students.

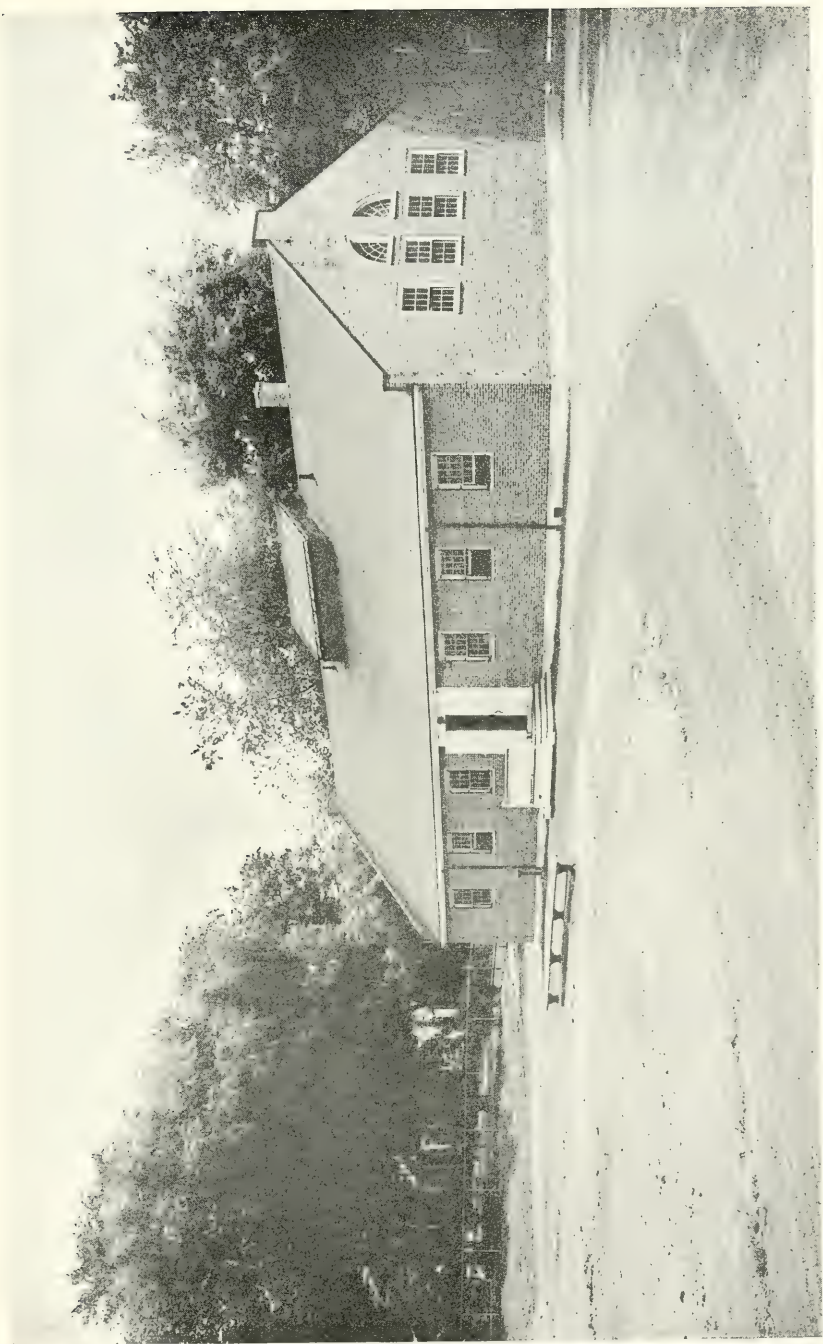
HOURS OF ATTENDANCE

The School is in session five days each week. Attendance on Saturday mornings may be required of students who need supplementary instruction, who are behind in their work, or who are called back for disciplinary reasons.

The daily hours of attendance for boys in the School are from 9 A.M. until 2.15 P.M. Recreational and extra-curricular activities are held after 2.15. The schedule is as follows:

9.00 — 9.15	Assembly
9.15 — 12.15	Recitations
12.15 — 12.45	Lunch
12.45 — 2.15	Recitations
2.30 — 3.30	Extra-help period
2.30 — 4.00	Sports and extra-curricular activities

At HUNTINGTON it is the belief that habits of promptness and regularity formed in the secondary school years will tend toward dependability in college and later life. Close check is kept on tardiness and absences. *A note from the parents is required to explain all absences.*



FIELD HOUSE, HUNTINGTON FIELD

EXAMINATIONS

Examinations and tests are given at intervals throughout the school year at the discretion of the instructors. Major examinations are held at the close of each semester. Boys who fail in examinations must make up the deficiency within a prescribed time or revert to a lower grade in the subjects in which they failed.

MARKING SYSTEM

The following is the marking system used by the School:

A	90% to 100%
B	80% to 90%
C	70% to 80%
D	60% to 70% (unsatisfactory)
F	Failure
Inc.	Incomplete

A is a mark of high distinction and is given to a student whose work approaches perfection, or it may be considered as a grade representing approximately the best that may be expected of a student.

B is given for work plainly above the average. Students who are to succeed in the best colleges should be able to attain this grade consistently.

C is given for average work. The standards of the School are such that students obtaining some C grades with a majority of B grades or better may expect to succeed in many colleges and will be recommended for entrance to many institutions not requiring B grades for certification.

D is given throughout the year for work between passing and absolute failure. It is usually given to inform the student that by increased effort he may enter the C group. It is not given as a final grade, nor does it count towards the diploma credits.

F indicates failure and requires repeating the subject.

Inc., meaning Incomplete, is given for work which may be graded later as a result of make-up work or examination.

REPORTS

Reports of the boys' work are sent home six times a year. Work missed for any logical reason is marked "incomplete" until made up, when the grade obtained in making up the work is substituted. Parents are invited to visit the School to discuss report cards with the Headmaster and teachers. At certain intervals throughout the school year parent-teacher meetings are held. Parents are urged to attend these meetings even in those cases where report cards appear satisfactory.

PARENTAL RESPONSIBILITY

The co-operation of all parents in the enforcement of policies is requested. Each boy is expected to be punctual in his attendance at every school exercise. The dismissal of a student before the close of the school day interferes seriously with the school routine and with the student's advancement. Only in case of unusual urgency should such requests be made. Outside appointments should be made at a time when they do not interfere with the school work.

Absence from school should be reduced to a minimum.

The School does not seek to enroll students who require severe restrictions. The right is reserved by the School to dismiss any boy whose conduct, influence, industry, or progress is unsatisfactory in the judgment of the Headmaster.

SPECIAL STUDY PERIODS

The School reserves the right to detain students after regular school hours, or on Saturdays, for disciplinary reasons, for tardiness, or to make up arrears of work.

LUNCH ROOM

A large lunch room is available in the building, where a satisfactory lunch may be obtained at moderate cost. There are also many restaurants in close proximity to the School.

Honors and Awards

Scholarship medals are awarded at the Commencement Exercises to the student in each Form who maintains the highest rank during the school year.

THE ALBERT WALTER SWENSON MEMORIAL MEDAL

Established in 1929 by Mrs. Swenson in memory of her husband. Mr. Swenson for nine years served the School faithfully as Head of the Modern Language Department and for two and a half years as Associate Headmaster. Awarded for excellence in French III.

THE CLASS OF 1928 MEDAL

Established in 1928 by the graduating class of that year. Awarded at Commencement to the member of the Senior Class who excels in English.

THE RICHARD JOHN CARROLL MEMORIAL MEDAL

Established in 1928 by the parents of Richard John Carroll, a graduate of the School in 1927 and president of his class. Awarded at Commencement to the student in the Junior Class who excels in English Composition.

THE ARTHUR STANTON CARLETON MEMORIAL MEDAL

Established by the parents of Arthur Stanton Carleton in 1930, the year in which Arthur would have graduated from THE HUNTINGTON SCHOOL had he lived. Awarded each year to the member of the Intermediate School whose play, spirit, and character have best maintained the traditions of the School.

THE ALBERT WALTER SWENSON PUBLIC SPEAKING MEDAL

Established in 1929 by friends of Mr. Swenson from the student body and alumni of the School. Awarded to the winner of the Public Speaking Contest.

RENSSELAER MEDAL

Rensselaer Polytechnic Institute awards a medal to that Huntington boy who obtains the highest record in the fields of Science and Mathematics.

FACULTY AWARDS

The Faculty offers prizes to the high ranking student in most Junior and Senior subjects.

CUM LAUDE SOCIETY

The Huntington Chapter of the Cum Laude Society was established in 1928. This is a national honorary society which in preparatory schools corresponds to the Phi Beta Kappa Society in colleges. Each chapter may elect to membership teachers of the school who are members of the Phi Beta Kappa Society, or any similar honorary society approved by the Board of Regents.

Extra-Curricular Activities

CLUBS

The School sponsors several extra-curricular activities. These vary somewhat from year to year, depending upon the desires of the student body. Generally, we have a Public Speaking Group, a Debate Team, a Literary Club, a French Club, a Science Club, a Spanish Club, a Camera Club, Forum and Orchestra. *The Huntington Record* is edited and published by the boys themselves.

PHYSICAL EDUCATION

While seeking the bodily development of the student through exercises suitable to his physique and interests, we at HUNTINGTON are not concerned exclusively with bodily development but also with general development. We believe that the by-products of games and sports are of great importance. For this reason the various squads are under the direction of men who because of their character and leadership provide valuable character training.

Play is just as much an essential part of any school program as study, provided it is properly supervised. A well-balanced program of physical education invariably does much to increase efficiency in the classroom. All boys are urged to take advantage of the opportunities available for athletic activity. The School has exceptionally well-equipped facilities for athletics.

SPORTS

Many different sports are offered during the school year. These are generally as follows:

Fall Sports — Football, Tennis, Swimming

Winter Sports — Track, Swimming, Skiing, Basketball

Spring Sports — Baseball, Tennis

Financial Information

Tuition Fees

The tuition rate for a student enrolled in a regular schedule (four or five subjects) is \$450, payable as follows:

Two-fifths upon entrance; Two-fifths on December 1;
One-fifth on February 1.

Parents may occasionally arrange to make tuition payments on some other basis. Those who wish to depart from the customary plan should consult the Headmaster. However, it is to be pointed out that a student cannot be enrolled until a tuition payment has been made.

Registration Fee

A registration fee of \$5 is due from all new students when a place is reserved. This fee is not refundable, even when the application is rejected.

Single Courses

The flexible schedule at HUNTINGTON permits certain students to pursue individual subjects to a maximum of three subjects. The rate is \$125 per subject.

Laboratory Fees

Students taking Physics or Chemistry are required to pay a laboratory fee of \$10.

Graduation Fee

The graduation fee is \$10. All financial obligations to the School must be met before a student can be awarded a diploma or receive credit for work completed.

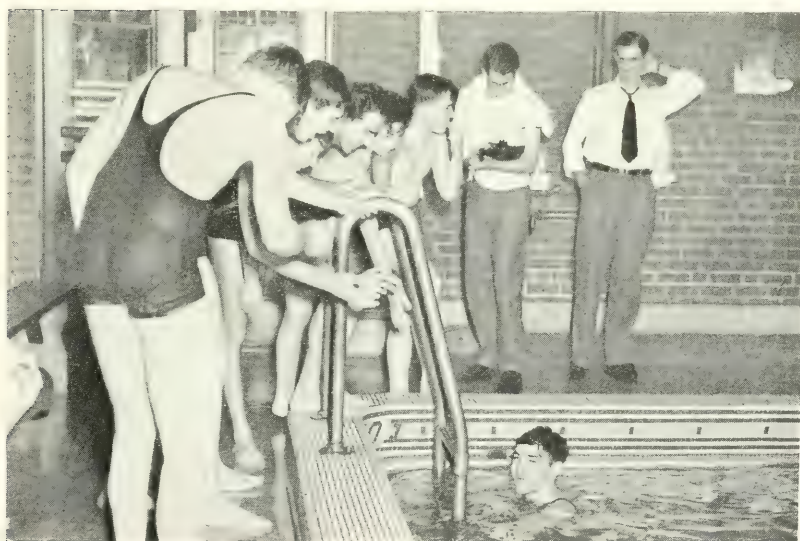
Books and Supplies

All students purchase their own books and supplies. These may be purchased from the Northeastern University Bookstore, which is situated in a near-by building. Parents who wish their boys to open a charge account at the bookstore should make the request in a letter addressed to the Headmaster.



FOOTBALL SQUAD

Medical Attention	The School will not assume responsibility for injuries received or for expense incurred because of medical attention in connection with participation in athletics. Parents are advised that for a small fee their boys may be insured against such injuries and also any injuries arising from travel to and from School.
Students' Tickets	Students who live in a suburban town can secure railroad tickets at greatly reduced rates by applying at the office of the railroad. Students of the School are permitted to ride on the Boston Elevated on payment of one-half fare.
Charges for Damages	Students who damage apparatus in the laboratories or who willfully destroy school property will be responsible for the replacement of such damaged articles or for the cost of replacing where this is undertaken by the School.
Refunds	The School assumes the obligation of carrying the student throughout the year. Instruction and accommodations are provided on a yearly basis. Therefore, no refunds are granted except in cases where students are compelled to withdraw because of personal illness. In such cases a medical certificate must accompany the application for refund. Boys who withdraw from school to enter military service will be charged on a <i>pro-rata</i> basis. Here, too, appropriate documentary evidence is necessary.
Scholarship Fund	HUNTINGTON has a small Scholarship Fund designed to furnish financial assistance to those who, without such assistance, would be denied the advantages of the School. At present scholarships are available only to a limited degree. In all cases awards are based on (1) character, (2) ability, (3) need. All three items must be present before an application for scholarship will be considered.



THE WINNER

Huntington Summer School

COEDUCATIONAL

Each year, the School conducts a Summer Session beginning about the first of July and ending about the first of September.

THE HUNTINGTON SUMMER SCHOOL was established in 1912 and since that time has prepared a large number of students for entrance to the New England colleges and other colleges outside this area.

The aim of the School is to provide classroom instruction for those who are conditioned in grammar school, high school or college entrance subjects; for those who wish to complete a four-year high school course in a shorter time; and for those who wish to make special preparation for college entrance examinations given in the fall.

The teaching force is made up of the men of the regular school faculty and qualified teachers from neighboring schools.

All classes are small. The program of work is so arranged that a year's work in each subject is completed during the Summer Session. Because day school standards are maintained, students who elect work which they have not before attempted usually pursue only one or two courses. Those who are reviewing are limited to the amount of work that they can do well.

CHARGES

The rate of tuition in the Summer School is \$50 per subject.

Tuition is not refunded because of withdrawal or change of schedule. A laboratory fee of ten dollars is charged all students taking either Chemistry or Physics; the Biology fee is five dollars. These fees are payable on August 1.

Each student pays a registration fee of five dollars in addition to the tuition. Fees are not refunded in case of withdrawal. All fees are in addition to the regular tuition charge.

Three-fifths of the tuition is due upon entrance, plus the registration fee. The balance, including laboratory fees, is due on August 1.

A special circular of this School will be sent upon request.

Special Events Calendar

1946-1947

Coach Denny Myers of Boston College, Football Tactics (Illustrated by Colored Movies)	October 18
Miss Nan Lagerstedt, Character Sketches	October 25
Nilkanth Chavre, <i>India — Land of Mystery</i>	November 1
Colonel Edwin Cooper, Lecture on Palestine	November 8
Colonel J. Wellington Furlong, <i>The Passing of the Old West</i>	November 15
J. Mitchell Chapple, Reminiscences	November 22
Foreign Food Club Visits the Ararat (Armenian Restaurant)	November 26
Harold Putnam, <i>South American Voyage</i>	December 6
Earl Hilfiker, <i>Rainbow's End</i> (Colored Movies of Animals)	December 11
Harvey Davies, Pianist, <i>Don't Let Music Fool You</i>	January 10
Debating Team at Cushing Academy	January 10
Program of Ski Films	February 21
Winter Dance at the Myles Standish	February 21
Edward Payne, Cartoonist, <i>Sketches from Dickens</i>	February 28
Dr. Rollo Tallcott, Interpretive Readings	March 14
Debating Team at Bates College	March 14, 15
Miss Grace Keene, Scenes from <i>I Remember Mama</i>	April 2
Meeting of Alumni Council	April 5
Annual Spelling Bee	April 25
Prize Speaking Contest	May 2
Foreign Food Club Visits Scandinavian Restaurant	May 8
Senior Dance at the Copley-Plaza	May 16
Senior Class Day	May 23
Commencement	June 6



TWO POINTS

Description of Courses

ENGLISH

English I: Fundamentals of grammar with drill in punctuation, spelling, and sentence structure. Special emphasis upon the development of reading of modern and classical literature at levels that may be appreciated by first year pupils. Oral and written compositions, including letter writing.

English II: Grammar and rhetoric, with special attention given to the recognition and correction of errors in spelling, punctuation, sentence structure, and diction. Weekly themes stressing paragraph development and the correction of fundamental errors in composition. Vocabulary building and testing. Representative works of several types of literature are read, with emphasis on the development of good taste in reading. One play by Shakespeare.

English III: Intensive study of grammar and rhetoric, with emphasis on their practical application to oral and written composition. Weekly themes stressing the importance of clear thought and expression. Précis writing and paraphrasing. Vocabulary building based on the study of Anglo-Saxon, Greek, and Latin affixes and roots. The development of American literature from Colonial times to the present day, with special attention given to poetry. An outside reading program, including one play by Shakespeare.

English IV: Training and preparation for college entrance examinations in English composition. Planning and outlining for creative writing. Weekly vocabulary testing. A detailed study of all the main types of literature. Practice in critical reading of modern and classical literature. The drama is emphasized with plays of Shakespeare, Ibsen, Galsworthy, and contemporary dramatists being read. Special attention is given to the novel as a literary form.

LATIN

Latin I: The aim of the Latin I course is to develop the ability to comprehend and translate Latin sentences of simple grammatical construction. Emphasis is placed on accumulation of vocabulary and recognition of roots common to Latin and English.

Latin II: The course in Latin II is designed to speed up the rate of comprehension and translation, especially of sentences involving infinitive, participial, or subjunctive constructions. The materials selected for reading content are graded for the entire year in respect to their degree of difficulty. Caesar's Gallic Wars are read in the second semester.

Latin III: Selections from the orations, letters, and philosophical works of Cicero, as well as selections from Livy, Pliny the Younger, and Sallust provide the reading content of Latin III. The objective is the accomplishment of reading facility and power of comprehension, with increasing emphasis on appreciation of the prose style.

Latin IV: An appreciation of the literary merits of the Latin poets is developed through reading selections from the poems of Vergil, Ovid, Horace, Catullus, Tibullus, and Propertius. One semester is given to the study of Vergil's Aeneid.

FRENCH

French I: Study of the elementary principles of grammar. Practice in pronunciation and in easy conversation, including some dictation. Short written themes and reading of French stories ranging from the simple to those of moderate difficulty. Introduction to the study of irregular verbs and common idioms.

French II: Complete review and continuation of the study of basic grammar and of the most common irregular verbs. Drill on vocabulary and the most frequently used idioms. Written composition and reading of selections of increasing difficulty. Simple conversational French and dictation exercises. Attention given to preparation for examinations required for entrance to college.

French III: Rapid survey of the fundamentals of grammar and stress on the writing of connected compositions involving the speech and idiomatic usage of everyday life. Review of irregular verbs and common idioms. Development of an adequate vocabulary based on word frequency. Drill to attain facility in oral comprehension and expression. Readings from French classics and modern works of moderate difficulty. Comprehension exercises on selections of greater difficulty. Dictation and the writing of original themes. Special instruction directed towards preparation for entrance requirements to colleges.

GERMAN

German I: An elementary course designed to acquaint the beginner with the rudiments of grammar as well as to give him training in pronunciation and easy German conversation. Drill exercises for the learning of vocabulary and word inflection. Reading of easy German stories and poems.

German II: Continual drill in grammar and syntax. Exercises in writing German from texts and from dictation. Composition work involving common everyday idioms. Reading of classical and modern poetry and prose. Some preparation given for entrance examinations to college.

SPANISH

Spanish I: The work of the first year is so planned that it serves as a complete unit in fundamentals for the student who wishes to continue the language independently by travel or reading. Correct pronunciation, a knowledge of the grammatical structure of the language, and an ability to read and write within the limits of a practical vocabulary are the goals of the course. Standard elementary readers are used in connection with a grammar text such as Hills and Ford, "First Spanish Course."

Spanish II: After a rapid review of the work covered in Spanish I, the second year is devoted to the enlargement of vocabulary, including common idioms, the increase of skill and speed in translation, with special emphasis upon sight translation and free composition. The course prepares for the successful further study of Spanish in college.

Spanish III: The first part of Spanish III is devoted to a thorough review of Spanish grammar and idioms with particular stress on those fine points not treated in Spanish II. The work of the second semester is based largely on frequent oral and written compositions in order that the student may have the opportunity to put his Spanish into practice. Throughout the course reading material of increasing difficulty, chosen from both classical and modern works, is alternated with linguistic work.

SOCIAL STUDIES

United States History: A comprehensive course, intended to give boys as complete an understanding as possible of our history. Problems of government, foreign policies, finances and currency, tariff, business, labor, and social reform are stressed. Map study is included.

English History: This course is designed especially for first and second year students. An effort is made to teach boys how to study history. Development of national unity, origin of indictment and trial jury, supremacy of Parliament, foreign policies, social and political reform are particularly emphasized.

European History: This course consists of a study of the rise and progress of the leading nations of the world. Special attention is given to development of world powers and international relations, the growth of democracy, and political, economic, and social reform. Biographical sketches and map study are also included.

Civics: Democracy cannot be built upon stupidity; nor can its achievement be left to chance. Every generation must rediscover the tenets of democracy in all aspects of its daily living, and reaffirm its principles in government, social relations, and economic practices. It is the purpose of this course not only to acquaint the pupil with the nature and structure of government; but also to instill an appreciation of the duties and responsibilities which accompany the rights and privileges of citizenship.

Economics: The first half-year of this course consists of a description and historical analysis of the evolution of man's economic behavior from the Roman Empire, through the Middle Ages, into our present economic organization. The assumption is that the economy of any people results from the habits of thinking (institutions) which are formulated by adaptation and adjustment to a changing world. The second half-year is concerned with an analytical and critical study of our present economic organization and the conditions underlying economic problems: wages and profits, international trade, the farm problem, taxation, unemployment, etc.

MATHEMATICS

Algebra I: Fundamental laws and operations, linear equations, special products, factoring, fractions and fractional equations, simultaneous equations, radicals and exponents, graphs, formulas, functional relations, verbal problems.

Algebra II: Review of topics in Algebra I; quadratic equations, simultaneous equations involving quadratics, arithmetic and geometric series, binomial theorems, logarithms, trigonometric solution of right triangles, graphs, special emphasis on verbal problems.

Plane Geometry: The standard theorems of the five books of Plane Geometry with special emphasis on original theorems and numerical problems.

Solid Geometry: The standard theorems of the four books of Solid Geometry, with special emphasis on numerical problems, locus, and original theorems.

Trigonometry: Logarithms, solution of right and oblique triangles, the general angle and relations between its functions, identities, trigonometric equations, radian measure.

SCIENCE

Physics: The School endeavors to give its students a thorough grounding in the fundamentals of this science and to prepare them for further training in this field, if the opportunity arises. Scientific reasoning is stressed throughout the course, as it is believed that this is the heart and core, not only of success in school, but of success in life itself. The course includes lectures, discussions, laboratory experiments and problems, designed to meet the requirements of our best colleges.

Chemistry: This is one of our most rapidly expanding sciences. We find here a subject which challenges the interest of young people in general, as they stand upon life's threshold. A spirit of exploration and discovery is fostered here, which has led many in the past to continue chemistry as a life work. A fundamental aim is the development of a scientific logical organization of thinking processes, in the belief that here we have the key to a successful life. A well-rounded course of lectures, discussions and laboratory experiments fill the requirements for admission to any college.

DRAWING

Mechanical Drawing, First Year: Correct use of instruments, geometrical constructions, orthographic projection, cross sections and isometric drawings. Lettering is stressed. Neatness and accuracy are held as ideals.

Second Year: Continuation of above. Intersections, developments, working drawings and inking. Threads and assembly drawings.



WELLS BINDERY
WALTHAM, MASS.
AUG. 1947

